

# Cabinet

## Supplementary Information



**Date:** Tuesday, 18 January 2022

**Time:** 4.00 pm

**Venue:** The Council Chamber - City Hall, College Green, Bristol, BS1 5TR

**9. 2022/23 Budget Report and Treasury Management Strategy  
(Including Public Health)**

Equality Impact Assessments attached

**(Pages 2 - 496)**

**Issued by:** Corrina Haskins, Democratic Services  
City Hall, Bristol, BS1 9NE

E-mail: [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk)

**Date:** Tuesday, 11 January 2022





## Equality Impact Assessment [version 2.9]

|  |   |
|--|---|
| Title: Better Lives at Home – Strategic Outline Business case – budget proposals |   |
| Budget proposal [ASC1 + ASC 14]  | <input checked="" type="checkbox"/> New<br><input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing |
| Directorate: People/Growth and Regeneration                                      | Lead Officer name: Helen Pitches/Louise Davidson  |
| Service Area: Adult Social Care and Housing Delivery                             | Lead Officer role: Strategic Commissioning Manager/Housing Enabling Lead  |

### Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

#### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

The proposal sets out the Strategic Outline Business Case for the Better Lives at Home programme. The strategic case sets out options for Bristol City Council in how to meet the housing with care and support needs of our Care Act-eligible citizens. The case sets out how best to meet that demand through a flexible delivery model – working with Registered Providers (Housing Associations) and Bristol City Council Housing Development Teams to make sure we have the right housing built over the next few years to meet both the housing and the care and support needs for Bristol citizens. In building the right housing with the right support we will also get better value of money.

The proposal is that this demand for the right housing with care and support will continue to be a corporate priority and will underpin and be factored into the City Council’s commitment to deliver affordable homes through the HRA’s 30-year plan and housing delivery plans.

In addition, it seeks approval for the ‘in principle’ allocation of ‘general needs’ housing to meet the housing requirements of Care Act-eligible citizens to live independently with the right support, and to consider this a principle that will be part of the local lettings review process.

This proposal will allow Bristol City Council to further deliver on its commitment to support people moving out of care settings (Residential or Supported Living) who no longer need it and can be supported in the community in general needs accommodation with up to ten hours of support a week.

#### 1.2 Who will the proposal have the potential to affect?

|   |  |   |
|---|--|---|
| <input type="checkbox"/> Bristol City Council workforce   | <input checked="" type="checkbox"/> Service users                  | <input checked="" type="checkbox"/> The wider community |
| <input checked="" type="checkbox"/> Commissioned services | <input checked="" type="checkbox"/> City Stakeholder organisations |   |

Additional comments:

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

**Yes**       **No**      [please select]

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| <b>Data / Evidence Source</b><br>[Include a reference where known]  | <b>Summary of what this tells us</b>   |
|---|--|
| Extra Care Housing Needs Analysis.<br>Sources: <i>Extra Care Housing Listing Bristol City Council 'LAS' Management Report</i> . | <ul style="list-style-type: none"><li>• Most people who live in Extra Care Housing are over the age of 85. The ages of current residents in Extra Care Housing, who receive care and support range from 44 to 101 years old, with larger numbers in the older age bands. 34.7% are aged over 85 years and almost half (49.6%) are aged over 80.</li><li>• Most residents in Extra Care Housing are female (two thirds).</li><li>• The most recorded ethnicity among residents is White British (74.38%). There is evidence that people from Black, Asian, and Minority Ethnic communities are underrepresented in ECH, such as those from Black African ethnicity.</li></ul> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• In total, 39.42% of service users are recorded as Christian, or one of the Christian denominations, which reflects the dominant religion in Bristol.</li> <li>• Disability – There is a lack of recorded data on disability. Out of a total of 769 service users across all ECH schemes, 6.9% are recorded as disabled people. It is likely this figure is an underrepresentation of the level of disability.</li> <li>• Carers – There is a significant number of people living in ECH that are carers or have a carer. According to LAS data, 35.7% of people living in ECH are recorded as being a carer or having a caring role.</li> <li>• Marital Status – There is a lack of recorded data on marital status. Of the 85 service users living in ECH with a recorded relationship status, almost one third are married (32.94%), almost one third widowed (30.59%) and just over a quarter (25.88%) a recorded as single.</li> <li>• Gender reassignment - There is a lack of recorded data on gender reassignment.</li> <li>• Analysis of residents in Extra Care Housing who receive care and support from the onsite care and support provider, shows that half of service users (51.2%) have their primary support need listed as ‘Physical Support - Personal Care Support’. The second most common primary support need is ‘Physical Support - Access and Mobility Only’ (17%). 9.5% of service users have ‘Mental Health Support’ as their Primary Support reason, 8.1% ‘Support with Memory and Cognition’, 4.4 % ‘Sensory Support,’ 3.5% ‘Social Support (Support for Social Isolation/ Other),’ and 0.6% ‘Substance Misuse Support’.</li> </ul> |
| <p>Bristol Joint Strategic Needs Assessment Health and Wellbeing Profile 2020/21</p> <p>LSE: Projections of older people with dementia and costs of dementia care in the United Kingdom, 2019–2040</p> | <ul style="list-style-type: none"> <li>• Dementia - The number of people with dementia aged over 65 is projected to rise by 28.4% in Bristol in the next 10 years. This higher rise is largely due to the projected increase in people in the older age range (85+) (LSE Projections). The number of people from Black, Asian, and Minority Ethnic communities with dementia is expected to increase significantly faster than the national average (Bristol JSNA).</li> <li>• Disability - Half of people over 65 in Bristol are currently living with a limiting long-term illness (LLTI) or disability. It is forecast that the number of over 65s with an LLTI whose day-to-day activities are significantly limited will reach 21,596 by 2035, a rise of almost 30 per cent (Bristol JSNA 2018 estimate).</li> <li>• Sexual orientation - The Bristol City Council 2019 Older People’s Needs analysis states that based on 2017 population estimates, there could be at least 1,950 LGB people over 65yrs in Bristol. This could rise to 3,196 people by 2,041, given projected population increases.</li> </ul>  |
| <p>Better lives at home needs analysis Data gathered from a number of sources – Census, JNSA et al</p>   | <ul style="list-style-type: none"> <li>• The working age adults (16-64 year olds) population, 314,100, is a higher proportion than nationally (68.4% vs 62.8%), especially young adults up to 40 years old.</li> </ul>   |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• The older people population (aged 65+) is 59,800 (13.0%) lower than nationally (18.2%) but numbers are rising. A separate older people’s needs assessment and strategy will be completed to explore issues in more depth.</li> <li>• The Bristol population is 50% women and 50% men overall. However, there are more women than men aged 65+ and more men than women in the 25-49 year age group.</li> <li>• The city is increasingly diverse. 22% of Bristol’s population are non-‘White British’ and 16% are from Black, Asian and minority ethnic groups. There is likely to be a sizable increase in this number (the Schools Census shows 29.2% of pupils in Bristol are Black, Asian and minority ethnicity).</li> <li>• Bristol residents born outside the UK increased from 8% to 15% in the last decade. Of this 15%, 19,686 (4.6%) were born in other EU countries and 40,540 (9.5%) were born in countries outside of the EU.</li> <li>• There are now at least 45 religions, 187 countries of birth represented and 91 main languages spoken by people living in Bristol.</li> <li>• It is estimated that there are up to 31,500 Lesbian, Gay and Bisexual people living in Bristol. A Bristol survey showed LGBT participants were more likely to have health needs relating to anxiety and depression, physical and Mental Health conditions.</li> <li>• 71,700 people (16.7%) in Bristol have a “limiting long-term illness or disability” - lower than the 17.9% national average. Of these, 34,550 (8%) have day-to- day activities that are limited a lot and 37,150 (9%) have day – to - day activities limited a little</li> <li>• 16% of Bristol’s population (73,400 people) live in the 10% most deprived areas in England” in 2015, compared to 14% in 2010. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill. Higher numbers of people with long term health problems or disability live in these wards. There are higher numbers of care and support packages in these areas</li> <li>• Runnymede Trust reports indicate that ethnic minorities experience ‘greater disadvantage’ in the city than other locations, and greater disadvantage than in England and Wales as a whole in education and employment. This is particularly so for Black African people.</li> </ul> |
| <p>Better lives @ home needs analysis –<br/>ASC data</p> | <ul style="list-style-type: none"> <li>• Only 45% of ASC service users with mental health needs are women, despite the fact that mental health disorders are three times more prevalent in women than men</li> <li>• Only 36% of people accessing supported living services from the Learning Disabilities cohort are female 35.1% of service users accessing PfA are female</li> <li>• 18% of the service users in the Autism cohort are female</li> <li>• 34% of people accessing sensory impairment services are men</li> <li>• There is inequality in accessing care and support for Autism and carer support services for certain minority ethnic communities</li> <li>• Higher expected need among Black, Asian and minority ethnic communities are not reflected among PfA services users</li> </ul>  |

|                             |  |
|-----------------------------|--|
|                             | <ul style="list-style-type: none"> <li>• There is an increased prevalence of Learning Disabilities, Autism and Physical and Neurological Disability among certain minority ethnic communities.</li> <li>• Provider feedback emphasises the value and improved outcomes of care where support staff speak the service user’s first language</li> <li>• From analysis of the Mental Health cohort, there are more Black, Asian and minority ethnic people eligible for Section 117 aftercare and they are more likely to experience placement breakdown</li> </ul> |
| <b>Additional comments:</b> |  |

**2.2 Do you currently monitor relevant activity by the following protected characteristics?**

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

**2.3 Are there any gaps in the evidence base?**

Where there are gaps in the evidence, or you don’t have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn’t mean that you can’t complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

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| <p>There is a significant lack of data on sexual orientation, disability, marital status, gender reassignment and religion for service users on the Extra Care Housing Listing, Bristol City Council ‘LAS’ Management Report. It is not possible to fill the gap in this data for this EqlA.</p> <p>Internal reporting of protected characteristic at the care management assessment stage needs to be strengthened - to ensure these are being considered in the care assessment and referral stage. This will be a recommendation.</p> |
|--|

**2.4 How have you involved communities and groups that could be affected?**

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol’s diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

|  |
|--|
| <p>BL@H leads have attended the ASC equalities forum to present and get feedback on the development of the programme.</p> <p>ASC has a project called Make it Work. This is a partnership with local BAME led organisations and is looking to improve outcomes for Black, Asian and minority ethnic communities with social care needs by strengthening and diversifying the offer in ASC. BL@H programme is linked into this work and has attended MIW workshops to</p> |
|--|

develop partnership work in understanding the need and requirements for culturally appropriate supported housing offer.

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

Further engagement is required with

- People from Black, Asian and minority ethnic backgrounds who have social care needs
- Older LGBTQ+ people

The BL@H programme intends to develop co-production work streams to better understand the housing and care and support needs of Black, Asian and minority ethnic communities, particularly in relation to the impacts of poor mental health and placement breakdown on individuals, families and carers and the needs of older LGTQ+ Bristol residents.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

| <b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)   |   |
|---|---|
| Whilst we have not identified any significant negative impact impacts from the Better Lives at Home Programme at this stage, we are aware that various characteristic groups are under/over-represented in service users compared to the local population, and that there are a number of existing disparities and issues for the cohort which we will aim to mitigate and address where possible through accessible and inclusive service design and delivery. |   |
| <b>PROTECTED CHARACTERISTICS</b>  |   |
| <b>Age: Young People</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                    |
| Potential impacts:  |   |
| Mitigations:  |   |
| <b>Age: Older People</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                    |
| Potential impacts:  | As evidence above: existing services may not meet the needs of an increasing (and increasingly diverse) population of older people in Bristol |
| Mitigations:  | Whole programme approach aims to mitigate this risk.  |
| <b>Disability</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                    |
| Potential impacts:  |   |
| Mitigations:  |   |
| <b>Sex</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                    |
| Potential impacts:  | Women are over-represented in services and more likely to be carers   |
| Mitigations:  | Whole programme aims to meet the needs of service users   |

|  |  |
|--|--|
| <b>Sexual orientation</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | Evidence older LGBTQ+ service users may not have needs fully met in existing services  |
| Mitigations:   | Targeted engagement with older LGBTQ+ communities to further understand needs and barriers.                                  |
| <b>Pregnancy / Maternity</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | Evidence older LGBTQ+ service users may not have needs fully met in existing services  |
| Mitigations:   | Targeted engagement with older LGBTQ+ communities to further understand needs and barriers.                                  |
| <b>Race</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | Some Black, Asian and ethnic minority people with social care needs may not have their needs fully met in existing services. |
| Mitigations:   | Targeted engagement with Black, Asian and ethnic minority communities to further understand needs and barriers.              |
| <b>Religion or Belief</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | Some service users from particular faith groups may not have their needs fully met by existing services.                     |
| Mitigations:   | Targeted engagement including with faith communities to further understand needs and barriers.                               |
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |  |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | Evidence of systemic disparities for carers as above   |
| Mitigations:   | Whole programme approach aims to better meet the needs of carers   |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   |  |
| Mitigations:   |  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Co – production of housing and support with Black, Asian and minority ethnic, and LGBTQ+ communities</li> <li>• Potential development of culturally appropriate housing and support for people with care and support needs from Black, Asian and minority ethnic groups</li> </ul> |
|---|



- Development of Specialist Supported Housing – BL@H developments will be built to agreed standards e.g. HAPPI standards. Units will be built to appropriate accessible standards for people with PSI e.g. Addison appts
- Improvement in the accessibility of the Homechoice scheme and access to general needs housing to that scheme for disabled people

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

No significant negative impacts identified – we will aim to address existing issues and disparities where possible through accessible and inclusive service design and delivery.

#### Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

The analysis work that has been completed to understand better the people who need housing with care and support has highlighted areas where the development of the right housing with support can positively impact on people based on their protected and other relevant characteristics.

- Engagement with the Make it Work project provides an opportunity to co-produce culturally appropriate supported housing with Black, Asian and minority ethnic communities
- Housing designed to meet need for people with complex needs - including physical and sensory needs.
- Engagement with the older people in the LGBTQ+ community
- Improvement in the accessibility of the Homechoice scheme and access to general needs housing to that scheme for disabled people

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required  | Responsible Officer        | Timescale      |
|--|----------------------------|----------------|
| Strengthen internal reporting of protected characteristics as part of ASC assessment           | Stephen Beet               |                |
| Development of the Strategic outline business case to provide evidence base of value for money | Helen Pitches/Merlin Jones | Oct 2021       |
| ASC engagement and involvement in the local lettings review process                            | Helen Pitches/Tanya Boden  | Oct 21- Oct 22 |

### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

People with social care needs will be living in the right housing that enables them to live independently.  
More people with care and support needs will be living in general needs accommodation.  
Fewer people will move out of Bristol as we will have the right accommodation for them in the city.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Stephen Beet – Director: Adult Social Care |
| Date: 21/12/2021   | Date: 21/12/2021  |

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<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



|  |  |
|--|--|
| Title: Budget Proposal – Review and Recovery of ASC Direct Payments monies in excess of contingency. |  |
| <input checked="" type="checkbox"/> Budget Proposal ASC2   | <input checked="" type="checkbox"/> Changing |
| Directorate: People  | Lead Officer name: David Toole               |
| Service Area: Adult Social Care  | Lead Officer role: Contracts and QA Manager  |

## Step 1: What do we want to do?

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### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

#### This Proposal:

A Direct Payment (DP) is money Adult Social Care give to individuals so they can pay for their care and support needs. [Get direct payments - bristol.gov.uk](http://bristol.gov.uk)

In line with section 12 of the Statutory Guidance of the Care Act 2014 and the Adult Care Direct Payments Agreement between the Council and the DP recipient, recipients hold an amount of money in their account as contingency to use. This EqIA relates to the review and potential recovery of excess contingency.

Adult Social Care (ASC) has recovered Direct Payment monies in excess of contingency since 2018, however with additional resources now available the team are able to carry out this work quarterly and provide additional support to DP recipients including financial auditing of direct payment accounts. Without this additional work the money would not be recovered and hence is contributing to MTFP.

## 1.2 Who will the proposal have the potential to affect?

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |  |  |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known]   | Summary of what this tells us  |
|---|--|
| <p><a href="#">Census 2011</a> and <a href="#">Census 2021</a></p> <p><a href="#">2011 Census Key Statistics About Equalities Communities</a></p> | <p>The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)</p>   |
| <p><a href="#">The population of Bristol</a></p>  | <p>Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.</p>   |
| <p><a href="#">New wards: data profiles</a></p> <p><a href="#">Ward Profiles - Power BI tool</a></p>  | <p>The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.</p>   |
| <p><a href="#">Bristol Quality of Life survey 2020/21 final report</a></p> <p><a href="#">Quality of Life 2020-21 — Open Data Bristol</a></p>     | <p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online &amp; paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.</p> <p>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation.</p>  |
| <p><a href="#">Citizens' Assembly</a></p>   | <p>The citizens' assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.</p>  |
| <p><a href="#">Joint Strategic Needs Assessment (JSNA)</a></p>  | <p>The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.</p> |
| <p><a href="#">Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk)</a> December 2021</p>                       | <p>Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19</p>  |

|   |   |
|---|---|
|   | <p>on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting ‘take homes’. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences.</p> |
| <p><u>ASC Power BI analytics</u></p>                    | <p>Bespoke report on all activity related to ASC DP work. Contents specific demographic and geographic data on recipients of DPs.</p> <p>Currently 933 people receiving direct payments. 61% of these are female, 36% are from black, asian or minority ethnic backgrounds</p> <p>18-24 yrs – 8.1%</p> <p>25-44 yrs – 28.1%</p> <p>45 – 64 yrs – 35.9%</p> <p>65-74 yrs – 12%</p> <p>75 – 84 yrs – 10.1%</p> <p>85+ - 5.7%</p>  |
| <p><u>Feedback from Direct Payment Stakeholders</u></p> | <p>Individual DP recipients and their carers provider feedback. The Council regularly engages with user representative and disability groups on DP policy and procedure. The Council has agreements with two Support Service Providers who collate and feedback issues from the DP recipients they support. There are also complaint reviews and feedback from social work practitioners following their input.</p>   |
| <p><b>Additional comments:</b></p>                      |   |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

The review and recovery of contingency is not a new activity and has been undertaken since the inception of DPs in Bristol so communities and groups have been involved in every stage of the Council's development of DP policy and procedure.

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

There is continued engagement with stakeholders via regular meetings with disability and equality groups, feedback from DP recipients their cares, the Support Services and social work practitioners.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

|   |  |
|---|--|
| <b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)   |  |
| The review and recovery of DP contingency is an established process and will only adversely impact on people based on their protected characteristics if officers involved do not follow the process set out in the DP policy and procedures. The policy update was to reflect changing legislation to make sure the policy is Care Act 2014 compliant, good practice etc including learning from the Covid – 19 epidemic. These changes in practice and legislation improve the reach and quality of direct payments in providing choice and control for people. |  |
| <b>PROTECTED CHARACTERISTICS</b>  |  |
| <b>Age: Young People</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:  |  |
| Mitigations:  | Adult Care work with people 18 and over.   |
| <b>Age: Older People</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:  | •  |
| Mitigations:  | See general comments above   |
| <b>Disability</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:  | <ul style="list-style-type: none"> <li>Some disabled people may need further support understanding the DP agreement and responsibilities.</li> </ul>   |
| Mitigations:  | DPs are open to all adults (Service Users/Carers) over 18 years with eligible needs under Care Act 2014. Those without mental capacity can have a nominated individual to act on their behalf. DPs allow people choice and control over their care and support needs. BCC has agreements with two support service organisations who can provide independent support to individuals. BCC arranges for documents to be in large print or easy read; can commission BSL interpreters etc. Social Workers are provided with mandatory training on DPs. |
| <b>Sex</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:  |  |
| Mitigations:  |  |
| <b>Sexual orientation</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:  |  |
| Mitigations:  |  |
| <b>Pregnancy / Maternity</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:  |  |
| Mitigations:  |  |
| <b>Gender reassignment</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:  |  |
| Mitigations:  |  |
| <b>Race</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:  | Potential that those for whom English is not first language may  |
| Mitigations:  | To support understanding of direct payments and how they operate, BCC ensures documents are translated, uses translation services and commissions advocacy for individual or family support.   |
| <b>Religion or Belief</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:  |  |
| Mitigations:  |  |
| <b>Marriage &amp; civil partnership</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |



|  |   |
|--|---|
| Potential impacts:   |   |
| Mitigations:   |   |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |   |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | Access to DP limited by previous financial issues.  |
| Mitigations:   | The pre-paid card (BDPA) supports people who are not able to open a bank account due to poor credit rating or similar and supports people with the management of money. Support Services are also available to assist with the management of a DP.  |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | <ul style="list-style-type: none"> <li>• Being a carer can be a huge barrier to accessing services and maintaining employment</li> <li>• We need to consider the timing/availability of services, events etc. to allow flexibility for carers.</li> <li>• As with Disability and Pregnancy and Maternity – policies which aim to restrict driving or parking can have a disproportionate impact on people who are reliant on having their own transport.</li> <li>• Studies show around 65% of adults have provided unpaid care for a loved one.</li> <li>• Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> <li>• Young carers are often hidden and may not recognise themselves as carers_</li> </ul> |
| Mitigations:   | See general comments above  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |   |
| Potential impacts:   |   |
| Mitigations:   |   |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The review of DP recipients contingency is part of a statutory duty to review all DP accounts regularly. This is an opportunity for the recipient and the council to work in partnership to ensure the smooth running of the arrangement. The overall philosophy of Direct Payments and Personalised Adult Care services is to ensure those with protected characteristics in particular disability or older people have choice and control over the care and support they receive.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

**Summary of significant negative impacts and how they can be mitigated or justified:**

Disabled people and those who need translated information may need additional support to understand the process which will be provided from the additional support that is available as well as supported by current procedures for reviewing Direct payments

**Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:**

n/a

## 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required                            | Responsible Officer | Timescale   |
|--|---------------------|-------------|
| To include data on sexual orientation in the DP Power BI | Dave Toole          | By 31/01/22 |
|  |                     |             |
|  |                     |             |

## 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Feedback from individuals, DP Support Services, Disability and Equalities groups and other stakeholders, via Social work Practitioners, complaints. Regular reviewing via DP Operational team and Steering Group.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by equality officer | <b>Director Sign-Off:</b><br>Lucia Dorrington |
| Date: 4/1/2021   | Date: 04/01/2022                              |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |  |
|--|--|
| Title: Budget Proposal ASC Cost of Care Approach         |  |
| <input checked="" type="checkbox"/> Budget Proposal ASC3 | <input checked="" type="checkbox"/> Changing                           |
| Directorate: People                                      | Lead Officer name: Lucia Dorrington/ Stephen Beet                      |
| Service Area: ADULT SOCIAL CARE                          | Lead Officer role: Deputy Director – Commissioning and Director of ASC |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

**Budget context:**

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

### This proposal:

A new joined up approach to costing care working alongside providers and the provider market. There is new Government policy on this for over 65 Residential and Nursing Care and for homecare which is coming into effect in 2022.

This proposal builds on the Council's own approach to transparency and consistency of pricing care and support that commenced in 2018 with the initiation of the Bristol Rate for Older People bed based placements and the guide price for bed based care for adults with long term conditions.

This savings proposal is to further this work by putting in place a ceiling on price paid for Older People bed based complex care and the consistent and thorough application of CareCubed national pricing tool for all Adults bed based packages and other forms of care and support.

This will help the Council to be more consistent and transparent in its pricing of care and support and be able to better plan and manage budgets.

### 1.2 Who will the proposal have the potential to affect?

|   |   |  |
|---|---|--|
| <input type="checkbox"/> Bristol City Council workforce   | <input checked="" type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input checked="" type="checkbox"/> Commissioned services | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                      |   |  |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

|  |
|--|
|  |
|--|

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

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|--|---|
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| <a href="#">Joint Strategic Needs Assessment (JSNA)</a>  | The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city   |

|  |  |
|--|--|
|  | while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.  |
| <a href="#">Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk)</a> December 2021   | Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19 on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting ‘take homes’. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences.  |
| <a href="#">HR Analytics: Power BI reports (sharepoint.com)</a><br>[internal link only]<br><br><a href="#">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB)</a> Appendix – Workforce Diversity Data – summary analysis | The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).  |
| <a href="#">Designing a new social reality - Research on the impact of covid-19 on Bristol’s VCSE sector and what the future should be – Black South West Network 2020</a>   | Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.  |
| <a href="#">Recruitment and Retention in Adult Social Care Report People Scrutiny Commission 13 December 2021 - bristol.gov.uk</a>   | In Bristol there are an estimated 13,000 jobs in adult social care, split between local authorities (8%), independent sector providers (82%) and jobs working for direct payment recipients (10%). 11,500 adult social care jobs are therefore employed in the local authority and independent sectors. These include 1,000 managerial roles, 550 regulated professionals, 8,400 direct care (including 6,900 care workers), and 1,700 other-non-care proving roles. The majority (79%) of the workforce in Bristol is female, and the average age is 42.1 years old. Workers aged 24 and under make up 10% of the workforce and workers aged over 55 represent 22%. An estimated 79% of the workforce in Bristol identifies as British, 13% identifies as of an EU nationality and 8% a non-EU nationality. |
| <b>Additional comments:</b>  |  |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|  |   |   |
|--|---|---|
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Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation. We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

We do not have detailed diversity monitoring for the wide range of provider organisations we commission from. However we do know that females, and Black and minoritised employees are overrepresented as employees in the care sector.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when

developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

If proposal were to go ahead we will carry out further engagement and consultation including with:

- Care and Support West
- Providers of care and support
- CCG

### Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

#### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### **GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

Because the underlying reasons for the Council's budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people's needs will still be met by other / external provision if we reduce or decommission our existing services.

Where budget proposals are likely to impact on our workforce we will follow the 'Management of Change' guidance for internal consultation and seek advice from diversity consultants in the Equality and Inclusion Team to mitigate risks of discrimination. For proposals which are likely to impact external workforce teams e.g. in commissioned services, we will consider any likely disproportionate impacts of TUPE transfer arrangements etc.

Where proposals relate to changing work locations or conditions we will also consider the impact on those who may be more reliant on car parking or public transport; provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; and promote flexible

<sup>1</sup> Bristol judgment clarifies Councils' Budget consultation duties | The Consultation Institute



working patterns wherever possible to maximise opportunities for people with caring responsibilities and those from faith groups etc.

As there is evidence showing that lack of equity in funding and procurement has eroded the local voluntary and community sector, we need to consider the extent to which any proposed reductions in budgets for commissioned services, or proposals to increase income (e.g. by reducing subsidies or charging more commercial rates for premises and services) may have a disproportionate impact on smaller organisations which are led by and/or support local equalities communities.

We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics ,which we have taken into account in making this budget proposal (detailed below).

This cost of care work is about ensuring value for money for the taxpayer and Bristol City Council. The prices set will be based on cost of care work internally and with providers and using national and other benchmarks. Alongside the specifications drafted for the services commissioned, these prices set the parameters for contracts between BCC and care and support providers. The impacts of this approach are as follows on citizens, service users and staff employed by commissioned providers:

1. Staff employed by providers will receive remuneration and terms and conditions within the context of rates set by BCC – providers need to be sustainable for the Council to commission from, so it is in the interests of BCC to ensure fair cost of care while also ensuring value for money from services.
2. Service users – this approach may affect service users who are in provision that is above rates set by BCC. BCC will be negotiating with providers whose costs sit above rates / prices calibrated by CareCubed methodology. Where providers will not negotiate or amend prices, BCC reserves the right not to commission from them. This applies primarily to new packages of care. Many service users will have protected characteristics so this approach may affect which provision/ services are on offer to service users.
3. Citizens – this approach ensures value for money for the taxpayer and citizen.

**PROTECTED CHARACTERISTICS**

|                          |   |
|--------------------------|---|
| <b>Age: Young People</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:       |   |
| Mitigations:             | See general comments above  |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Many in-scope services are for older people</li> <li>• Older people in Bristol are: <ul style="list-style-type: none"> <li>○ Less likely to be comfortable using digital services</li> <li>○ more reliant on public and community transport</li> <li>○ more likely to be an unpaid carer</li> <li>○ more likely to help out or volunteer in their community</li> <li>○ less likely to have formal qualifications</li> </ul> </li> <li>• Bristol Ageing Better says at least 11,000 older people are experiencing isolation in the city.</li> <li>• We must factor aging and the needs of older people into long term budgeting and service design</li> </ul> |
| Mitigations:             | See general comments above  |
| <b>Disability</b>        | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Many in-scope services are for disabled people and adults with long term conditions</li> <li>• 17% of Bristol’s population are disabled. There are more disabled women than men living in Bristol.</li> <li>• The UK Disability pay gap is 20% (2020)</li> <li>• There is a disproportionate impact of COVID-19 on disabled people <a href="https://www.gov.uk/government/news/the-lived-experience-of-disabled-people-during-the-covid-19-pandemic">The lived experience of disabled people during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a></li> </ul>   |

|                    |   |
|--------------------|---|
|                    | <ul style="list-style-type: none"> <li>• Disabled people are less likely to be employed in a managerial or professional occupation</li> <li>• 22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population, and are more likely to work part time.</li> <li>• Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>• Disabled people on average have lower qualification levels than the population as a whole.</li> <li>• A higher proportion of disabled people rent from a social provider (local authority or housing association)</li> <li>• Disabled people have lower car ownership levels</li> <li>• Disabled people experience higher rates of hate crime and domestic abuse compared to the general population</li> <li>• Disabled people should be empowered to make independent living choices and have a say in access to service provision.</li> <li>• Budget setting needs to provide sufficient resource and flexibility to meet our legal duty to make anticipatory and responsive reasonable adjustments for disabled people including: <ul style="list-style-type: none"> <li>○ changing the way things are done e.g. opening / working times;</li> <li>○ changes to overcome barriers created by the physical features of premises.</li> <li>○ providing auxiliary aids e.g. extra equipment or a different or additional service.</li> <li>○ is 'anticipatory' so we must think in advance and ongoing about what disabled people might reasonably need.</li> </ul> </li> <li>• Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> </ul> |
| Mitigations:       | See general comments above  |
| <b>Sex</b>         | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts: | <ul style="list-style-type: none"> <li>• Females are overrepresented as employees in the care sector.</li> <li>• Nationally the gender pay gap was 15.5% in 2020. This shows the relative pay gap between female and male employees and how the balance of pay is distributed in an organisation irrespective of equal pay for job roles.</li> <li>• Women still bear the majority of caring responsibilities for both children and older relatives.</li> <li>• Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership.</li> <li>• Services and workplace requirements may not take into consideration the impact of women's reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.</li> <li>• Young women between the ages of 16 and 24 have higher risk of common mental health problems and higher rates of self-harm and post-traumatic stress disorder etc.</li> <li>• Bristol female preventable mortality rates are significantly higher than the England rates</li> <li>• Nationally 27% of women experience domestic abuse in their lifetimes. The rate of recorded domestic abuse incidents in Bristol has shown a significant rise over the last two years and 74% of victims were female.</li> <li>• Men and boy's health is in general poorer than that of women and girl's</li> <li>• Male life expectancy at birth in Bristol is around four years less than for females.</li> </ul>  |

|                              |  |
|------------------------------|--|
|                              | <ul style="list-style-type: none"> <li>• On average men in Bristol live 18 years in poor health, women live 22 years in poor health</li> <li>• A higher proportion of boys have physical impairments and more boys than girls have diagnosed mental health disorders and learning difficulties.</li> <li>• Men in Bristol are more likely than women to have unhealthy lifestyle behaviours including being overweight and obese, smoking, alcohol and substance misuse</li> <li>• There are differences between men and women in health practices and the way they use health services</li> <li>• Men are three times more likely than women to take their own lives.</li> </ul>  |
| Mitigations:                 | See general comments above   |
| <b>Sexual orientation</b>    | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse</li> <li>• 1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT.</li> <li>• More than a third of LGBT staff have hidden or disguised that they're LGBT at work in the last year because they were afraid of discrimination.</li> <li>• 1 in 10 Black, Asian and Minority Ethnic LGBT staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBT staff</li> <li>• One in four lesbian and bisexual women have experienced domestic abuse in a relationship, one third of them were abused by a man. Almost half of all gay and bisexual men have experienced at least one incident of domestic abuse from either a family member or a partner since the age of 16.</li> <li>• Research shows LGBT people face widespread discrimination in healthcare settings and one in seven LGBT people avoid seeking healthcare for fear of discrimination from staff</li> <li>• The Stonewall <u>LGBT in Britain - Health Report</u> shows LGBT people are at greater risk of marginalisation during health crises, and those with multiple marginalised identities can struggle even more. In communications we should signpost and refer where possible to mutual aid and community support networks<sup>2</sup>.</li> <li>• Research has shown that LGBT people are more likely to be living with long-term health conditions, are more likely to smoke, and have higher rates of drug and alcohol use.</li> <li>• Half of LGBT people experienced depression in the last year</li> <li>• 14% of LGBT people have avoided treatment for fear of discrimination because they are LGBT.</li> </ul> |
| Mitigations:                 | See general comments above   |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• The Equality Act 2010 applies to those who are pregnant or have given birth in the past 26 weeks, as well as making provisions to protect the rights of breastfeeding mothers.</li> <li>• Around 80% of women will give birth and many women will also experience termination, miscarriage and stillbirth</li> <li>• In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes)</li> <li>• Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements</li> <li>• Black, Asian and Minority Ethnic women more likely to experience complications at birth</li> </ul>   |

|                            |  |
|----------------------------|--|
| Mitigations:               | See general comments above   |
| <b>Gender reassignment</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:         | <ul style="list-style-type: none"> <li>As sexual orientation above Transgender people are statistically more vulnerable to verbal and physical abuse. Transgender people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.</li> <li>1 in 8 Trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were Trans</li> </ul>  |
| Mitigations:               | See general comments above   |
| <b>Race</b>                | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:         | <ul style="list-style-type: none"> <li>Black and minoritised employees are overrepresented as employees in the care sector.</li> <li>Black, Asian and minority ethnic people are disproportionately impacted by COVID-19</li> <li>Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people<sup>2</sup>.</li> <li>In the last census (2011) 16% of the population belonged to a Black, Asian or minority ethnic group and this is likely to be higher now.</li> <li>The top three countries of birth outside UK for Bristol residents are Poland, Somalia and India.</li> <li>Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people.</li> <li>Bangladeshi, Pakistani, and Black ethnic groups are more likely to live in deprived neighbourhoods; and the same groups and Chinese ethnicities are about twice as likely to live on a low income and experience child poverty compared to White groups</li> <li>Black, Asian and minority ethnic households are less likely to own their home and more likely to living in overcrowded housing and intergenerational households. Bangladeshi and Pakistani groups are more likely to live in multi-family households.</li> <li>Black people in the UK are less likely to hold a driving licence and more likely to rely on public transport.</li> <li>Black Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they want to</li> <li>Black African young people are disadvantaged in education compared to their White peers<sup>8</sup>. A disproportionately high percentage of Bristol school pupils from Black, Asian and minority ethnic backgrounds are excluded from school and In Bristol pupils with the lowest 'Attainment 8' scores are from Black ethnic background (highest from Chinese ethnic background.)</li> <li>Organisations may lack cultural competence because Black, Asian and minority staff are under- represented.</li> <li>People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.</li> <li>Black Asian and minority ethnic groups are more likely to be self-employed than the Bristol average and over-represented in low income self-employment including taxis, takeaway restaurants</li> <li>Black Asian and minority ethnic people are underrepresented in political and civic leadership.</li> <li>People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul> |

<sup>2</sup> CoDE Briefing Bristol v2.pdf (runnymedetrust.org)

|  |  |
|--|--|
| Mitigations:   | See general comments above   |
| <b>Religion or Belief</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | <ul style="list-style-type: none"> <li>• There are at least 45 religions represented in Bristol. Approximately 1 in 20 people in Bristol are Muslims, and Islam is the second religion in Bristol after Christianity</li> <li>• Budget proposals should take into account differing needs because of people's religion and belief (for example different requirements around diet, life events, and holidays)</li> <li>• Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required.</li> </ul>  |
| Mitigations:   | See general comments above   |
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |  |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | <ul style="list-style-type: none"> <li>• Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>• In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>• 9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (BEIS, 2020)</li> <li>• 4.2% of households have experienced moderate to severe food insecurity, rising to 13% in the most deprived areas of the city (QoL 2020-21)</li> <li>• 25% of people in Bristol are dissatisfied with the way the Council runs things, but this is 43% for people living in the most deprived areas of the city (QoL 2020-21).</li> <li>• The inequalities gap in life expectancy between the most and least deprived areas in Bristol is 9.6 years for men and 7.2 years for women.</li> </ul> |
| Mitigations:   | See general comments above   |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | <ul style="list-style-type: none"> <li>• Being a carer can be a huge barrier to accessing services and maintaining employment</li> <li>• We need to consider the timing/availability of services, events etc. to allow flexibility for carers.</li> <li>• As with Disability and Pregnancy and Maternity – policies which aim to restrict driving or parking can have a disproportionate impact on people who are reliant on having their own transport.</li> <li>• Studies show around 65% of adults have provided unpaid care for a loved one.</li> <li>• Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> <li>• Young carers are often hidden and may not recognise themselves as carers.</li> </ul>  |
| Mitigations:   | See general comments above   |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   |  |
| Mitigations:   |  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The is a potential positive impact of more transparency and consistency of price paid by the commissioning local authority for care and support, and therefore less scope on the part of providers to charge differential rates for different clients with different backgrounds, including those with protected characteristics. There may be a need to resource additionally the care and support packages for people with very particular needs and contexts. This is a social work decision.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

**Summary of significant negative impacts and how they can be mitigated or justified:**

1. There may be potential negative impact in the range of provision available for service users if some provider prices exceed what BCC is willing to pay.
2. We need to ensure the needs of service users with particular protected characteristics can be met through agreed prices, and if not, need for social work decisions on best way to meet these needs.
3. There may be potential negative impact on staff terms and condition in external providers (in a sector where women and Black and minoritised workers are overrepresented). This will be mitigated by cost of care work with providers, and by the requirement of commissioned providers to demonstrate how they will act in accordance with the Equality Act 2010 – including treating their own workforce fairly.

**Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:**

The is a potential positive impact of more transparency and consistency of price paid by the commissioning local authority for care and support – leading to greater parity for people on the basis of their characteristics.

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required   | Responsible Officer | Timescale                          |
|---|---------------------|------------------------------------|
| Ensure assessment of protected characteristics is built into cost of care approach and where negative impacts are identified that these are mitigated as far as possible through commissioning arrangements | Lucia Dorrington    | April 1 <sup>st</sup> 2022 onwards |

### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

|   |
|---|
| Ongoing contract management and KPIs to be agreed |
|---|

### Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>3</sup>.

|   |   |
|---|---|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by the Equality and Inclusion Team | <b>Director Sign-Off:</b><br>Stephen Beet – Director: Adult Social Care |
| Date: 22/12/2021  | Date: 22.12.2021  |

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<sup>3</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



|  |  |
|--|--|
| Title: Budget Proposal - Undertake Care Act Reviews      |  |
| <input checked="" type="checkbox"/> Budget Proposal ASC4 | <input checked="" type="checkbox"/> Changing |
| Directorate: People                                      | Lead Officer name: Stephen Beet              |
| Service Area: Adult Social Care                          | Lead Officer role: Director                  |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.



**This proposal:**

This proposal is to ensure that we undertake planned Care Act reviews for people who are receiving different forms of care and support services (e.g. homecare, care home placements, Extra Care Housing, Supported Living, Outreach Services) to ensure we are helping people to maximise their independence and achieve agreed outcomes, access the right support, making best use of community resources and Technology Enabled Care and getting value for money from care and support services.

Through undertaking planned reviews we will help people access more meaningful support and enable better outcomes for people, e.g. helping people to move out of care homes to live more independently, helping people access their community, access employment or make use of Technology Enabled Care. This also leads to more cost-effective support. We are also working in partnership with care providers to ensure that their pricing methodology is effective and offering best value.

Reviews are a statutory requirement under the Care Act and we will be undertaking them in line with Care Act requirements and will have a responsibility to meet any identified eligible needs.

We will not target individuals or attach savings to specific packages or cohorts of service users. Savings will be realised through more cost-effective, appropriate support opportunities which enable people to live more independently.

**1.2 Who will the proposal have the potential to affect?**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce   | <input checked="" type="checkbox"/> Service users                  | <input type="checkbox"/> The wider community |
| <input checked="" type="checkbox"/> Commissioned services | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                      |  |  |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

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**Step 2: What information do we have?**

**2.1 What data or evidence is there which tells us who is, or could be affected?**

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| <b>Data / Evidence Source</b><br>[Include a reference where known]   | <b>Summary of what this tells us</b>   |
|--|--|
| <a href="#">Census 2011</a> and <a href="#">Census 2021</a><br><br><a href="#">2011 Census Key Statistics About Equalities Communities</a> | The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)  |
| <a href="#">The population of Bristol</a>  | Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.  |
| <a href="#">New wards: data profiles</a><br><br><a href="#">Ward Profiles - Power BI tool</a>  | The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.  |
| <a href="#">Bristol Quality of Life survey 2020/21 final report</a><br><br><a href="#">Quality of Life 2020-21 — Open Data Bristol</a>     | The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online & paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.<br><br>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation. |
| <a href="#">Citizens' Assembly</a>   | The citizens' assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.   |
| <a href="#">Joint Strategic Needs Assessment (JSNA)</a>  | <b>Care Home Placements</b><br>Just under 60% of care home places for all clients are for females and just over 40% are for males. By age group, 41% of places for clients aged 18-64 were for   |

|   |   |
|---|---|
|   | <p>females and 59% were for men. In contrast, 65.7% of places for clients aged 65 and over were for females and 34.3% were for men. In terms of ethnicity the largest recipient group were White British (74.6%), followed by White (5.5%) and Caribbean (2.4%).</p> <p><b>Home care packages</b><br/> Approximately 63% of all home care packages were received by females and 37% by men. By age group 57% of packages for clients aged 18-64 were received by females and 43% by men. For clients aged 65 and over, 65% were received by females and 35% were received by men. By ethnic group, 74.5% of recipients were White British, 4% were mixed / multiple ethnicities, 3% were Black / Black British and 2.6% were Caribbean.</p> <p><b>Extra care housing</b><br/> Equalities data: Just under two thirds of ECH packages (55+) were for women (62.9%) in 2020/21 and just over a third were for men (37.1%). 80% of recipients were White British, 4.2% were multiple ethnicities and a further 4.2% ethnicity was unknown.</p> |
| <p><a href="#">Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk)</a> December 2021</p>   | <p>Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19 on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting ‘take homes’. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences.</p>  |
| <p><a href="#">HR Analytics: Power BI reports (sharepoint.com)</a><br/> [internal link only]</p> <p><a href="#">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB)</a> Appendix – Workforce Diversity Data – summary analysis</p> | <p>The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).</p>  |
| <p><a href="#">Designing a new social reality - Research on the impact of covid-19 on Bristol’s VCSE sector and what the future should be – Black South West Network 2020</a></p>   | <p>Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and</p>  |

services. There is a marked increased need for mental health support

**Additional comments:**

**Covid-19 impact:**

Covid-19 has impacted on all service areas within Adult Social Care, but some have felt it much more than others. In summary:

- Mental Health pressures have shot up - In the period 1st March 2020 to July 2021 Mental Health experienced a 21% growth equal to an additional 110 service users. There are also significant waiting lists for tier 2 alternatives such as the 'help when you need it' service
- Learning Disabilities pressures continue to grow
- Increased pressures on carers increasing initial contacts (over £1m in one off Direct payments made during COVID)
- Safeguarding spike during lockdowns creating backlogs and pressure points in assessments

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation. We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

There are some gaps in diversity monitoring for service users where this has not been recorded on our LAS system, e.g. for Sexual orientation

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year we shared some of the broad areas where we were

looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

Where a person has substantial difficulty in being actively involved with a review, and where there are no family or friends to help them to engage, an independent advocate must be involved.

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### **GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

Because the underlying reasons for the Council's budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people's needs will still be met by other / external provision if we reduce or decommission our existing services.

Where budget proposals are likely to impact on our workforce we will follow the ‘Management of Change’ guidance for internal consultation and seek advice from diversity consultants in the Equality and Inclusion Team to mitigate risks of discrimination. For proposals which are likely to impact external workforce teams e.g. in commissioned services, we will consider any likely disproportionate impacts of TUPE transfer arrangements etc.

Where proposals relate to changing work locations or conditions we will also consider the impact on those who may be more reliant on car parking or public transport; provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; and promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities and those from faith groups etc.

As there is evidence showing that lack of equity in funding and procurement has eroded the local voluntary and community sector, we need to consider the extent to which any proposed reductions in budgets for commissioned services, or proposals to increase income (e.g. by reducing subsidies or charging more commercial rates for premises and services) may have a disproportionate impact on smaller organisations which are led by and/or support local equalities communities.

We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics, which we have taken into account in making this budget proposal (detailed below).

**This proposal**

As people’s needs change over time there will be significant positive impacts on people who receive a package of care. This is because they will get a package of care that is in line with their current needs. The review will make sure that support plans are proportionate to need and also build in the current model of delivering adult social care. Adult social care seeks to enable maximum independence where possible and appropriate, and the use of community resources wherever possible as a way of building resilience and self-reliance. More people will be diverted to tier 1 support which will increase their independence and wellbeing and avoid them becoming dependent on funded services which reduce their independence. We are mindful of the resources available in the community and will ensure that the resources for individuals to utilise are available where people take up tier 1 support.

Some people who are reviewed may find their package of support has reduced. However there will not be a significant negative impact as any change to a support plan will be in line with their assessed need. Decision making will be fair and based on existing policies. We will not be changing any of the decision making processes around assessing care needs or allocating care. Whilst there may be savings attached to this proposal, we will be using a person centred approach and will ensure that the appropriate level of care is provided at all times.

**PROTECTED CHARACTERISTICS**

|                          |  |
|--------------------------|--|
| <b>Age: Young People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Young people are often under-represented in engagement and consultation and in Bristol are less satisfied than average with the way the council runs things.</li> <li>• Children and young people in Bristol are considerably more ethnically diverse than the overall population of Bristol.</li> <li>• Children and young people from the most deprived areas of Bristol have the poorest outcomes in health and education in terms of health, education and future employment etc.</li> <li>• Young people in Bristol are more likely to:             <ul style="list-style-type: none"> <li>○ have poor emotional health and wellbeing</li> <li>○ find inaccessible public transport prevents them from leaving their home when they want to</li> <li>○ 6.8% of 16-17 year olds (2020/21) were “not in education, employment or training” (NEET)</li> </ul> </li> </ul> |
| Mitigations:             | See general comments above   |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Older people in Bristol are:</li> </ul>   |

|                    |   |
|--------------------|---|
|                    | <ul style="list-style-type: none"> <li>○ Less likely to be comfortable using digital services</li> <li>○ more reliant on public and community transport</li> <li>○ more likely to be an unpaid carer</li> <li>○ more likely to help out or volunteer in their community</li> <li>○ less likely to have formal qualifications</li> <li>● Bristol Ageing Better says at least 11,000 older people are experiencing isolation in the city.</li> <li>● We must factor aging and the needs of older people into long term budgeting and service design</li> </ul>  |
| Mitigations:       | See general comments above  |
| <b>Disability</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts: | <ul style="list-style-type: none"> <li>● 17% of Bristol’s population are disabled. There are more disabled women than men living in Bristol.</li> <li>● The UK Disability pay gap is 20% (2020)</li> <li>● There is a disproportionate impact of COVID-19 on disabled people <a href="https://www.gov.uk/government/news/the-lived-experience-of-disabled-people-during-the-covid-19-pandemic">The lived experience of disabled people during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a></li> <li>● Disabled people are less likely to be employed in a managerial or professional occupation</li> <li>● 22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population, and are more likely to work part time.</li> <li>● Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>● Disabled people on average have lower qualification levels than the population as a whole.</li> <li>● A higher proportion of disabled people rent from a social provider (local authority or housing association)</li> <li>● Disabled people have lower car ownership levels</li> <li>● Disabled people experience higher rates of hate crime and domestic abuse compared to the general population</li> <li>● Disabled people should be empowered to make independent living choices and have a say in access to service provision.</li> <li>● Budget setting needs to provide sufficient resource and flexibility to meet our legal duty to make anticipatory and responsive reasonable adjustments for disabled people including: <ul style="list-style-type: none"> <li>○ changing the way things are done e.g. opening / working times;</li> <li>○ changes to overcome barriers created by the physical features of premises.</li> <li>○ providing auxiliary aids e.g. extra equipment or a different or additional service.</li> <li>○ is ‘anticipatory’ so we must think in advance and ongoing about what disabled people might reasonably need.</li> </ul> </li> <li>● Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> <li>● Mental Health pressures have shot up - In the period 1st March 2020 to July 2021 Mental Health experienced a 21% growth equal to an additional 110 service users. There are also significant waiting lists for tier 2 alternatives such as the ‘help when you need it’ service</li> <li>● Learning Disabilities pressures continue to grow</li> </ul> |
| Mitigations:       | See general comments above  |
| <b>Sex</b>         | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |

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| Potential impacts:        | <ul style="list-style-type: none"> <li>• Women are over represented in those who receive packages of care.</li> <li>• Women still bear the majority of caring responsibilities for both children and older relatives.</li> <li>• Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership.</li> <li>• Services and workplace requirements may not take into consideration the impact of women’s reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.</li> <li>• Young women between the ages of 16 and 24 have higher risk of common mental health problems and higher rates of self-harm and post-traumatic stress disorder etc.</li> <li>• Bristol female preventable mortality rates are significantly higher than the England rates</li> <li>• Nationally 27% of women experience domestic abuse in their lifetimes. The rate of recorded domestic abuse incidents in Bristol has shown a significant rise over the last two years and 74% of victims were female.</li> <li>• Men and boy’s health is in general poorer than that of women and girl’s</li> <li>• Male life expectancy at birth in Bristol is around four years less than for females.</li> <li>• On average men in Bristol live 18 years in poor health, women live 22 years in poor health</li> <li>• A higher proportion of boys have physical impairments and more boys than girls have diagnosed mental health disorders and learning difficulties.</li> <li>• Men in Bristol are more likely than women to have unhealthy lifestyle behaviours including being overweight and obese, smoking, alcohol and substance misuse</li> <li>• There are differences between men and women in health practices and the way they use health services</li> <li>• Men are three times more likely than women to take their own lives.</li> </ul> |
| Mitigations:              | See general comments above   |
| <b>Sexual orientation</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:        | <ul style="list-style-type: none"> <li>• Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse</li> <li>• 1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they’re LGBT.</li> <li>• More than a third of LGBT staff have hidden or disguised that they’re LGBT at work in the last year because they were afraid of discrimination.</li> <li>• 1 in 10 Black, Asian and Minority Ethnic LGBT staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBT staff</li> <li>• One in four lesbian and bisexual women have experienced domestic abuse in a relationship, one third of them were abused by a man. Almost half of all gay and bisexual men have experienced at least one incident of domestic abuse from either a family member or a partner since the age of 16.</li> <li>• Research shows LGBT people face widespread discrimination in healthcare settings and one in seven LGBT people avoid seeking healthcare for fear of discrimination from staff</li> <li>• The Stonewall <a href="#">LGBT in Britain - Health Report</a> shows LGBT people are at greater risk of marginalisation during health crises, and those with multiple marginalised identities can struggle even more. In communications we should signpost and refer where possible to mutual aid and community support networks<sup>2</sup>.</li> <li>• Research has shown that LGBT people are more likely to be living with long-term health conditions, are more likely to smoke, and have higher rates of drug and alcohol use.</li> </ul>  |



|                              |   |
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|                              | <ul style="list-style-type: none"> <li>• Half of LGBT people experienced depression in the last year</li> <li>• 14% of LGBT people have avoided treatment for fear of discrimination because they are LGBT.</li> </ul>  |
| Mitigations:                 | See general comments above  |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• The Equality Act 2010 applies to those who are pregnant or have given birth in the past 26 weeks, as well as making provisions to protect the rights of breastfeeding mothers.</li> <li>• Around 80% of women will give birth and many women will also experience termination, miscarriage and stillbirth</li> <li>• In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes)</li> <li>• Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements</li> <li>• Black, Asian and Minority Ethnic women more likely to experience complications at birth</li> </ul>  |
| Mitigations:                 | See general comments above  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• As sexual orientation above Transgender people are statistically more vulnerable to verbal and physical abuse. Transgender people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.</li> <li>• 1 in 8 Trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were Trans</li> </ul>   |
| Mitigations:                 | See general comments above  |
| <b>Race</b>                  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• Black, Asian and minority ethnic people are disproportionately impacted by COVID-19</li> <li>• Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people<sup>2</sup>.</li> <li>• In the last census (2011) 16% of the population belonged to a Black, Asian or minority ethnic group and this is likely to be higher now.</li> <li>• The top three countries of birth outside UK for Bristol residents are Poland, Somalia and India.</li> <li>• Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people.</li> <li>• Bangladeshi, Pakistani, and Black ethnic groups are more likely to live in deprived neighbourhoods; and the same groups and Chinese ethnicities are about twice as likely to live on a low income and experience child poverty compared to White groups</li> <li>• Black, Asian and minority ethnic households are less likely to own their home and more likely to living in overcrowded housing and intergenerational households. Bangladeshi and Pakistani groups are more likely to live in multi-family households.</li> <li>• Black people in the UK are less likely to hold a driving licence and more likely to rely on public transport.</li> <li>• Black Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they want to</li> </ul> |

<sup>2</sup> CoDE Briefing Bristol v2.pdf (runnymedetrust.org)

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|   | <ul style="list-style-type: none"> <li>Black African young people are disadvantaged in education compared to their White peers<sup>8</sup>. A disproportionately high percentage of Bristol school pupils from Black, Asian and minority ethnic backgrounds are excluded from school and In Bristol pupils with the lowest 'Attainment 8' scores are from Black ethnic background (highest from Chinese ethnic background.)</li> <li>Organisations may lack cultural competence because Black, Asian and minority staff are under- represented.</li> <li>People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.</li> <li>Black Asian and minority ethnic groups are more likely to be self-employed than the Bristol average and over-represented in low income self-employment including taxis, takeaway restaurants</li> <li>Black Asian and minority ethnic people are underrepresented in political and civic leadership.</li> <li>People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul> |
| Mitigations:                            | See general comments above  |
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>There are at least 45 religions represented in Bristol. Approximately 1 in 20 people in Bristol are Muslims, and Islam is the second religion in Bristol after Christianity</li> <li>Budget proposals should take into account differing needs because of people's religion and belief (for example different requirements around diet, life events, and holidays)</li> <li>Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required.</li> </ul>   |
| Mitigations:                            | See general comments above  |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:                      |   |
| Mitigations:                            |   |
| <b>OTHER RELEVANT CHARACTERISTICS</b>   |   |
| <b>Socio-Economic (deprivation)</b>     | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (<a href="#">BEIS, 2020</a>)</li> <li>4.2% of households have experienced moderate to severe food insecurity, rising to 13% in the most deprived areas of the city (QoL 2020-21)</li> <li>25% of people in Bristol are dissatisfied with the way the Council runs things, but this is 43% for people living in the most deprived areas of the city (QoL 2020-21).</li> <li>The inequalities gap in life expectancy between the most and least deprived areas in Bristol is 9.6 years for men and 7.2 years for women.</li> </ul>  |
| Mitigations:                            | See general comments above  |
| <b>Carers</b>                           | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>Being a carer can be a huge barrier to accessing services and maintaining employment</li> </ul>  |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• We need to consider the timing/availability of services, events etc. to allow flexibility for carers.</li> <li>• As with Disability and Pregnancy and Maternity – policies which aim to restrict driving or parking can have a disproportionate impact on people who are reliant on having their own transport.</li> <li>• Studies show around 65% of adults have provided unpaid care for a loved one.</li> <li>• Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> <li>• Young carers are often hidden and may not recognise themselves as carers_</li> <li>• Increased pressures on carers increasing initial contacts (over £1m in one off Direct payments made during COVID)</li> </ul> |
| Mitigations:   | See general comments above   |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   |  |
| Mitigations:   |  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The support that people receive will better reflect their individual support needs, including their cultural needs or any needs that are specifically related to their protected or other relevant characteristic. The more frequently we undertake reviews with people we can be more confident that any impacts of having a protected characteristic is taken into account in the way they receive and manage their support.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

We have not identified any significant negative impacts from the savings proposal. However we will continue to ensure there is no adverse impacts of planned reviews for people on the basis of their protected characteristics.

#### Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

We will ensure that planned reviews enable people to meet assessed needs and maximise their outcomes on the basis of their protected characteristics.

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required   | Responsible Officer  | Timescale |
|---|--|-----------|
| <ul style="list-style-type: none"> <li>We will ensure that practitioners are updating demographics on our recording system when completing reviews to improve data regarding outcomes in the context of protected characteristics</li> <li>Reviews or reassessments are completed under the Care Act (2014) and follow the associated statutory guidance. A review should ensure the person’s identity, spirituality, and volition are central to support planning and outcomes are culturally appropriate. However outcomes should not disproportionately affect one group identity over another as the same legislation and guidance is used. If a support plan spend reduces it will be because the review determined there to be a change in need, or the need remains unchanged but we have been able to utilise alternative methods of support than paid care</li> <li>We can ensure that people from diverse backgrounds aren’t waiting longer than others for a review</li> </ul> | <p>Social work leads</p><br><p>Social work leads</p><br><p>Social work leads</p> |           |

**4.3 How will the impact of your proposal and actions be measured?**

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

|  |
|--|
| <p>Power BI data is able to show us:</p> <ul style="list-style-type: none"> <li>Numbers of people with different protected characteristics who are awaiting a review</li> <li>Cost change outcomes of reviews alongside group identity</li> <li>Reviews outcome forms are completed after each review in MI Citywide which ensure the impact for the service user, family, carer, and provider is captured (often in their own words if possible). We can quality assure our reviews utilising these alongside a range of measures.</li> </ul> |
|--|

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>3</sup>.

|  |  |
|--|--|
| <p><b>Equality and Inclusion Team Review:</b></p> <p>Reviewed by Equality and Inclusion Team</p> | <p><b>Director Sign-Off:</b></p> <p>Deputy Director – Commissioning (on behalf of the Director, Adult Social Care)</p> |
| <p>Date: 5/1/2022</p>  | <p>Date: 05/01/2022</p>  |

<sup>3</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



|   |  |
|---|--|
| Title: Review of the Rehabilitation Service |  |
| Budget Proposal [ASC6]                      | <input checked="" type="checkbox"/> Changing     |
| Directorate: People                         | Lead Officer name: Stephen Beet                  |
| Service Area: Adult Social Care             | Lead Officer role: Director of Adult Social Care |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

Bristol City Council currently operates a rehabilitation service from two centres in the city – South Bristol Rehabilitation Centre and East Bristol Rehabilitation Centre. Earlier this year, a review of the Council’s rehabilitation service was carried out by independent consultants (Mutual Ventures). This review was commissioned as a result of feedback from 2 sources:

- Anecdotal evidence from staff and managers from the service who recognised the limitations of the current accommodation, and the adverse impact this was causing on service delivery and service user experience
- Direct feedback from health partners that the current facility was limiting the number of rehab beds that were available for use (typically occupancy levels are at about 60-70% in the South Bristol centre) and a request to consider options for increasing this

The review concluded that the current arrangements for delivering the rehabilitation service may no longer be the most appropriate and effective way of meeting service users’ rehabilitation needs. There are aspects of the service that need improving and they are having an adverse impact on service delivery. Options have therefore been considered for how the service should be delivered in the future, that can meet the following outcomes:

- To provide an effective and efficient rehabilitation service that offers the best possible outcomes for citizens
- To provide accommodation that enables service delivery

We want a rehab service that meets the following objectives:

- To enhance partnership working and integration with Health partners
- To meet the required demand for this service and provide a seamless transition of services from hospital discharge
- To retain valued skillset in the workforce within the broader system
- To minimise additional costs to the Council and consider any opportunity for financial savings to address ongoing service budget pressures.

The proposal:

Following an options appraisal (based on the Council's agreed methodology), the preferred approach is:

- That the Council stops direct delivery of a rehabilitation service from its existing centres – this would be a 2-step process with the South Bristol Centre closing and the East Centre being developed for an alternative use
- Delivery of the service would be provided instead by the community health partner Sirona and the staff working at the South Bristol Centre would be transferred to their employment under a TUPE transfer

We have worked with partners across the health & social care system and come to the above proposal based on the following rationale:

Partners across the system are more appropriately equipped to provide rehabilitation care and support

- Partners across the system are more appropriately equipped to provide rehabilitation care and support – there is agreement across the health and social care system that the Community Health provider has the skills and facilities to deliver this service (which is not typically a function of local authorities). Currently, the Council delivers the service in partnership with the community health partner Sirona Care & Health (they already provide all therapy services), as the Council does not directly employ clinical staff.
- Rehabilitation services are not usually provided by local authorities but by Health partners. We will therefore be following best practice as practiced nationwide.
- Sirona Healthcare were awarded a contract as the single community healthcare provider for Bristol, North Somerset and South Gloucestershire (BNSSG) after a tender exercise by the Clinical Commissioning Group (CCG) undertaken in 2019.
- In May 2021 Sirona assumed control of the South Bristol Community Hospital, which, with the closure of the South Bristol rehab centre, is where the rehab service be based if the proposal is approved.
- Health and social care leaders have specified the need for Sirona to fully open beds on the rehabilitation ward as soon as possible to help manage overall system pressures. There is already contract provision and funding in place to operate these beds, but currently insufficient available workforce is limiting the number that are available for use. The closure of South Bristol centre and transfer of workforce would enable them to fully open all beds (which is not currently possible), thus ensuring no overall reduction in rehab beds in the city
- We believe that Sirona are better equipped to provide the rehabilitation service as part of their offering to provide integrated health services to adults and children across BNSSG. They scored highest through the CCG tendering process, and the BNSSG CCG Website states 'Sirona Care & Health will build on existing support by introducing smarter ways for health professionals to work, and joining care up more effectively around people's needs – involving general practices, the voluntary sector and social services' [See website here](#).
- BNSSG CCG rehab bed modelling provides evidence that South Bristol Community Hospital sufficiently meets expected demand. This modelling demonstrates that the closure of Bristol City Council's South Rehab Centre would not have a negative impact on the overall capacity within the pathway model. The capacity lost from the South Rehab Centre would be absorbed and better met at South Bristol Community Hospital facilities, which are better equipped to meet the needs of service users (outlined below).

Accommodation:

- South Bristol Rehabilitation Centre is a 1960's building and no longer fit for purpose. When the service was first established in 1999 it was an innovative collaboration on intermediate care (one of the first in the country). Since then, the needs of service users have significantly changed and increased
- Rooms - sizes are variable despite some work undertaken to increase availability of larger rooms able to accommodate the necessary equipment e.g. hospital beds, hoists. None of the rooms are en-suite
- Accommodation is located on the top two floors of the building which causes problems
- The lift is not suitable for anyone who requires to be moved using a stretcher

- Although these are not new issues, Covid requirements have exacerbated the situation e.g. isolation, use of commodes
- Bed occupancy is between 60%-70%. With South Bristol Community Hospital now being managed by Sirona as an in-patient Rehabilitation unit, it is expected that our occupancy will decrease further as they increase the number of beds there
- Moving the rehab services to the South Bristol Community Hospital will mean the current centre will become vacant on the top 2 floors (lower floors are dedicated to office space). This means there is an opportunity to explore other potential use of the space within the Council or community partners.

There are potential alternative uses for the East Bristol site which would be of significant benefit to the broader health and social care system, including supporting hospital admissions avoidance, providing step down facilities etc. (although the detail of such changes would need further consideration and development in partnership with Health outside the scope of this report). These will be further examined and a separate business case and EQIA will be developed for the proposals.

Transition Planning:

- Should the proposal be approved, it will be critical to work closely with Sirona on joint transition planning. Due to the short-term nature of rehabilitation support (up to 6 weeks), no one will be transferred from the current centre to South Bristol Community Hospital. Instead there will be a managed transition process that gradually reduces capacity in the current south centre and fills beds in South Bristol Community Hospital after an agreed transition date.

**1.2 Who will the proposal have the potential to affect?**

|  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services                     | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |  |

Additional comments:

There are 3 groups who are likely to be affected by this change:

- Bristol City Council rehab service staff
- Service users, and their carers / families
- Community health partner Sirona as they will be taking on the service delivery role

We have considered the effect on these different groups based on the following factors:

- Access
- Outcomes
- Experience / Satisfaction

Bristol City Council rehab service staff

- **Access:**
  - We will need to work with Sirona to ensure that the needs of staff with any access requirements are met, and that they feel comfortable within the new working environment.
  - The new site (South Bristol Community Hospital) is very close to the current South Bristol Rehabilitation centre (approx. 1 mile). There are better transport links, a bus stop very close by, as well as parking facilities at the hospital
- **Outcomes:**
  - If the proposal is approved, staff members will be TUPE transferred to Sirona to become part of their workforce. Sirona is a community interest organisation that works with social value at its heart, and staff members should be exposed to career development and progression opportunities. Staff members will also be working in a newer site that is more fit for purpose and better equipped to provide rehabilitation services.
- **Experience / satisfaction –**
  - There may be an impact on staff members’ job satisfaction initially as they adjust to working with a new employer and work within new teams, particularly for those who

have worked for BCC a long time (and the workforce is predominantly older). We recognise the impact that large change can have on people and need to ensure that staff have the right level of support throughout the transition. Staff members will have the opportunity to voice concerns as we will go through a formal joint consultation process post-cabinet approval. This EQIA will then be updated to represent issues raised and identify how we will address any concerns.

#### Service users, and their carers / families

- **Access:**
  - Service users will benefit from a newer building that is better equipped, with more appropriate facilities such as larger rooms that can accommodate the necessary equipment, larger lifts etc.
  - There will be an increase in the number of available beds for citizens to access
  - The new site is very close to the current site, easily accessible by public transport and car
- **Outcomes:**
  - Sirona was chosen through the CCG tendering process as the best organisation to be the single community health provider for BNSSG and are already delivering therapy elements of the service in partnership with the Council. We therefore expect that the level of service delivery will be sustained, and service users will continue to experience good outcomes from the rehabilitation service
  - Ceasing to provide this service as a Local Authority and transitioning to delivery from a health partner brings BCC in line with national good practice
  - Improved facilities at the hospital should support better outcomes for individuals receiving the service
- **Experience / satisfaction:**
  - The transition from provision of the service from South Bristol Rehab Centre to South Bristol Community Hospital should be seamless and therefore have no negative impact on the experience of our service users & their families. Sirona already provide a rehabilitation service at South Bristol Community Hospital (SBCH) service, so this service will be an extension of their current provision. No one will be transferred from the current centre to South Bristol Community Hospital - this is because the rehab service offers short-term support for up to 6 weeks, which will enable a managed transition process that gradually reduces capacity in the current south centre and makes any new placements at SBCH.
  - Families & carers will hopefully feel more confident in the service that is being provided, with the patient being in a newer and better equipped facility.

#### Community health partner Sirona

- **Access**
  - Sirona will be continuing to operate the same service from the same site, their workforce will just get larger as BCC staff join and their own staff currently employed at South Bristol Rehab Centre move across. They will need to consider the current reasonable adjustments of the new members of staff (TUPE transferred from BCC). We will therefore need to ensure the needs of any of our staff members are known and shared with Sirona at the earliest opportunity.
- **Outcomes**
  - Sirona will be expanding their offer and will be able to run their rehab service at full capacity, which they haven't been able to do due to insufficient staffing capacity. This will allow them to increase the number of rehab beds available to citizens. The new staff joining will also enable them to develop their workforce and embed a culture of a social care model of rehabilitation currently thriving at the South Bristol Rehab Centre.
- **Experience / satisfaction**
  - There may be an adjustment period for the existing Sirona staff, as they will become a larger team, having absorbed current staff from the South Bristol Rehab Centre



and Sirona’s service running at an increased capacity. They (Sirona’s existing staff) will also be working within new teams as new members of staff (from South Bristol Rehab Centre) join their workforce. In the longer term, this should bring opportunities for both merged staff in respect of learning & exchanging working practices, as well as potentially bringing career development opportunities as the service expands.

**a. Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If ‘Yes’ complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

**Yes**                       **No**                      [please select]

There is potential impact on service users (primarily older people), the staff group & Sirona Health as detailed in Section 1.2

**Step 2: What information do we have?**

**2.1 What data or evidence is there which tells us who is, or could be affected?**

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success> .

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| <b>Data / Evidence Source</b><br>[Include a reference where known] | <b>Summary of what this tells us</b>  |
|--|---|
| <u>Workforce:</u><br>I-Trent workforce data                        | Total staff: 78 (both East & South Centres) but 40 in South centre directly impacted by this proposal <ul style="list-style-type: none"> <li>The workforce is made up with predominantly older (55% 50-64) white (74%) females (94%) who identify as heterosexual (63%, 28% prefer not to say)</li> </ul> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• 8% of the workforce come from a Black, Asian and minority ethnic background</li> <li>• 5% of the workforce identify as disabled</li> </ul>  |
| <p><u>Service Users:</u><br/>Referrals data</p> <p>JSNA data provided on Bristol City Council website - general data on older population of Bristol<br/><a href="http://www.bristol.gov.uk">The population of Bristol - bristol.gov.uk</a></p> | <p>Basic details on service users who have been referred to the South Bristol rehab service between April-September 2021</p> <ul style="list-style-type: none"> <li>• Male: 23</li> <li>• Female: 34</li> </ul> <p>Predominantly aged 75 and above</p> <p>Bristol's 60,300 older people make up 13% of the total population, i.e. one in every seven people living in Bristol is aged 65 or over. The proportion of older people is lower than in England and Wales as a whole, where 19% of the population are aged 65 and over. There are 9,000 people living in Bristol aged 85 and over.</p> |
| <p><u>Sirona Health:</u><br/>BNSSG CCG website: <a href="http://www.bnssgccg.nhs.uk">Adult community health services: selecting a provider   NHS Bristol, North Somerset and South Gloucestershire CCG (bnssgccg.nhs.uk)</a></p>               | <p>CCG reasoning behind selecting Sirona as the single provider for Community Health for BNSSG. Sirona was chosen as they were the highest scoring throughout the tendering process and will work towards the integration of health services across BNSSG.</p>   |
| <p><b>Additional comments:</b><br/>Specific ward data has not been considered as, although the centres are based at specific sites, referrals can come from all over the city.</p>   |  |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Age                 | <input checked="" type="checkbox"/> Disability          | <input type="checkbox"/> Gender Reassignment           |
| <input type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race               |
| <input checked="" type="checkbox"/> Religion or Belief  | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams, diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Potential gaps on information collected on LAS (adult care database) about service users (where data is not added)</li> <li>• Gaps in workforce data on I-Trent (as individuals can opt out)</li> </ul> |
|--|

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

#### Staff:

- An initial briefing will be held with affected staff and trade unions ahead of the Cabinet meeting, to set out the details of the proposal and invite feedback to inform the final report
- Following the Cabinet decision, if the proposals are approved, there will be a full staff and trade union consultation in line with the Council's Managing Change policy. This will be completed jointly with Sirona Health and Care.
- All activities are informed by lessons learned from the staff experience in relation to the North rehabilitation centre closure in 2017, which include:
  - Prioritising staff experience throughout the transfer
  - Ensuring frequent and timely communications

#### Service users:

- Citizens were consulted by the Clinical Commissioning Group (via the Patient Involvement group) as part of the tender process for the community health contract that Sirona were awarded in 2019.
- Sirona already provide a rehabilitation service at South Bristol Community Hospital (SBCH) service, so this service will be an extension of their current provision. No one will be transferred from the current centre to South Bristol Community Hospital - this is because the rehab service offers short-term support for up to 6 weeks, so there will be a managed transition process that gradually reduces capacity in the current south centre before making new placements at SBCH. There will therefore not be a service user consultation.

#### Sirona:

- There have been ongoing discussions and consultation on these proposals between system health partners (CCG, Sirona, acute hospitals and the Council) during the last year, as a result of feedback from staff that the South Rehab Centre may be compromising the ability to deliver a high-quality rehabilitation service.
- The proposal is endorsed by the health and social care system's senior leaders
- Final consultation on the detailed proposal is taking place with Sirona currently, including the details of the proposed TUPE transfer, and they will be fully involved with staff and trade union consultation.

## **2.5 How will engagement with stakeholders continue?**

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

- The main staff and trade union consultation will take place after any Cabinet decision, in line with the Council's Managing Change policy. This will include dedicated briefings and 1:1 sessions where required, and will be carried out jointly with Sirona
- A working group has been formed with Sirona to enable detailed planning and communications, and to discuss any concerns raised by staff
- There will be detailed implementation plans in place for both the staff transfer and transfer of service delivery, which will be finalised following a Cabinet decision

## **Step 3: Who might the proposal impact?**

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or

mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

|  |  |
|--|--|
| <b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)  |  |
| <p>There are 3 groups who are likely to be affected by this change:</p> <ul style="list-style-type: none"> <li>• Bristol City Council rehab service staff</li> <li>• Service users, and their carers / families</li> <li>• Community health partner Sirona as they will be taking on the service delivery role</li> </ul> <p>We have considered potential adverse impact on these different groups based on the following factors:</p> <ul style="list-style-type: none"> <li>• Access</li> <li>• Outcomes</li> <li>• Experience / Satisfaction</li> </ul> <p><u>Bristol City Council rehab service staff:</u></p> <ul style="list-style-type: none"> <li>• <b>Access</b> <ul style="list-style-type: none"> <li>○ A change of workplace may cause adverse impact e.g. in relation to travel to/from work</li> </ul> </li> <li>• <b>Experience / Satisfaction</b> <ul style="list-style-type: none"> <li>○ Changing to a new employer (although terms and conditions will remain the same), could be challenging for some of the workforce, particularly as many of the staff are within the 50-64 age bracket and have worked for BCC for a long time. There may be initial shock at the proposals. Staff members will have an opportunity to voice any concerns at a meeting prior to cabinet approval, as well as a full staff consultation if the proposal is approved. Ongoing discussions with Sirona will ensure concerns are raised. These issues are discussed in detail below.</li> </ul> </li> </ul> <p><u>Service Users</u></p> <p>It is not anticipated that there will be adverse impact for service users</p> <p><u>Sirona</u></p> <ul style="list-style-type: none"> <li>• <b>Experience / Satisfaction</b> <ul style="list-style-type: none"> <li>○ The main impact on Sirona will be an expanding workforce which allow them to expand their service offer and run the SBCH at full capacity. Although this is anticipated to be an overall positive impact, there will be a period of adjustment for Sirona staff working as part of a larger workforce, and potentially in new teams.</li> </ul> </li> </ul> |  |
| <b>PROTECTED CHARACTERISTICS</b>   |  |
| <b>Age: Young People</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| <b>Age: Older People</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | <p><u>Staff:</u><br/> <b>Experience:</b> The majority of the workforce are in the 50+ bracket. The impact of large - scale change may be felt more by those who have worked in the service for a long time. They will be working for a new employer, within new teams and from a new site (albeit the site is very close to the old site and more accessible).</p> <p><u>Service Users:</u><br/> The proposal will disproportionately affect older people as the majority of service users are 65+. However, it is not anticipated that there will be adverse impacts.</p> |
| Mitigations:   | <p><u>Staff:</u><br/> Staff will be supported throughout the change process, starting with a pre-consultation briefing ahead of the Cabinet decision and then via a full consultation and Managing Change process should the decision be approved.</p>   |

|                              |   |
|------------------------------|---|
|                              | <p>The change process will be managed jointly with Sirona. Sirona have already set out a full commitment to support employees transferring and will offer measures such as visits to the new workplace, the opportunity to shadow Sirona staff etc. This will be further developed during the consultation process.</p> <p>Recognising any individual access needs and ensuring that these are communicated to Sirona and managed effectively and sensitively during the transition</p> <p><u>Service Users:</u></p> <p>The risk of adverse impact on service users using the service at the time of service transfer will be mitigated by ensuring that no individual is transferred between the 2 sites. A detailed transition plan will be produced, where capacity in the Council centre is gradually reduced and additional beds at South Bristol Community Hospital are gradually opened.</p> |
| <b>Disability</b>            | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <p><u>Staff:</u></p> <p><b>Access:</b> 5% of the workforce identify as disabled, and some of these staff members may have accessibility requirements or reasonable adjustments that are currently acknowledged by BCC. Working for a new employer on a new site, we need to make sure any additional needs are met.</p> <p><b>Experience:</b> Staff with a disability may experience anxiety at moving to a new workplace and uncertainty about how any individual needs may be met.</p> <p><u>Sirona</u></p> <p>Sirona will be expanding its workforce, some of which may have access requirements or reasonable adjustments. Sirona will need to be prepared to make any necessary reasonable adjustments</p>   |
| Mitigations:                 | <p><u>Staff</u></p> <p><b>Access:</b> The new site is regarded as being much more accessible and appropriate for service provision, being a more modern site designed in line with accessibility requirements. However, any existing reasonable adjustments must be highlighted in discussions with Sirona and honoured or improved as part of the TUPE transfer.</p> <p><b>Experience:</b> All staff will be supported through the change jointly by BCC and Sirona, and the risk of anxiety or uncertainty recognised. Specific mitigations for individuals with concerns need to be explored e.g. arranging visits to the new site to check any concerns around accessibility.</p>   |
| <b>Sex</b>                   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <p><u>Staff:</u></p> <p><b>Access:</b> 95% of the workforce identify as female, this means that there are more likely to be working arrangements in relation to caring, maternity &amp; childcare. These working arrangements need to be considered in any arrangement with Sirona.</p>   |
| Mitigations:                 | TUPE regulations ensure that any working terms & conditions in the current place of work will be honoured in the new working arrangement.   |
| <b>Sexual orientation</b>    | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Mitigation:                  | Possible disproportionate affects will be identified through the consultation process and any mitigations will be catered for. For example, ensuring equitable and fair TUPE transfer process for staff with different sexual orientation. At a practical level, making sure that TUPE transfer preference is not given to heterosexual staff over those who are from LGBT community.   |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <p><u>Staff:</u></p> <p><b>Access:</b> 95% of the workforce identify as female, this means that there are more likely to be working arrangements in relation to caring, maternity &amp; childcare. These working arrangements need to be honoured in any arrangement with Sirona.</p>   |
| Mitigations:                 | TUPE regulations ensure that any working terms & conditions in the current place of work will be honoured in the new working arrangement  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| <b>Race</b>                  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <u>Staff:</u>   |

|  |  |
|--|--|
|  | <b>Experience:</b> Although a disproportionate impact is not anticipated, it will be critical that part of the transfer discussions with Sirona to reflect the importance of creating an environment that celebrates and encourages diversity (as 13% of workforce are from a Black, Asian or minority ethnic background). Staff from an ethnic minority background may be negatively impacted if they don't feel as comfortable in the new workplace. |
| Mitigations:   | Ensure that this issue is raised in discussions with Sirona, as well as any concerns raised during the staff consultation.   |
| <b>Religion or Belief</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Mitigation:  | Please see 'race' section. The issues and mitigation will follow similar rationale. Possible disproportionate affects will be identified through the consultation process and any mitigations (e.g. reasonable adjustments such as prayer / quiet room facility) required will be put in place.  |
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Mitigation:  | Possible disproportionate affects will be identified through the consultation process and any mitigations (e.g. reasonable adjustments such as flexible working to accommodate unmarried / not in civil partnership member staff who intend to get married / be in civil partnership). Also, ensuring that TUPE transfer preference is not given to staff who are unmarried / not in civil partnership over those who are.)                            |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |  |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | The improvement in service provided and added benefits such as transport etc. mean that impact should be positive.   |
| Mitigations:   |  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   |  |
| Mitigations:   |  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

|  |
|--|
| <u>Bristol City Council rehab service staff</u>  |
| <u>Disability</u>  |
| <b>Access:</b>   |
| <ul style="list-style-type: none"> <li>• For disabled staff, the new site is deemed to be more accessible, both internally in terms of the design (wider lifts, larger rooms etc.), and externally - there are better transport links, a bus stop very close by, as well as parking facilities at the hospital.</li> </ul> |
| <u>Sex</u>   |
| <b>Outcomes:</b>   |

- The rehab service workforce is predominantly female. The move to Sirona will potentially offer career opportunities in the health sector to staff members.

### Service users, and their carers / families

#### Disability

##### **Access:**

- Service users will benefit from a newer building that is better equipped with more appropriate facilities such as larger rooms that can accommodate the necessary equipment, larger lifts.

##### **Outcomes:**

- The proposal will result in an increased number of rehab beds being available in the city for those who need them.
- Better facilities should result in improved outcomes

##### **Satisfaction / Experience:**

- Service users and their families & carers will hopefully feel more confident in the service that is being provided, with the care being provided in a newer and better equipped facility.

#### Older People

##### **Access:**

- Service users will benefit from a newer building that is better equipped with more appropriate facilities such as larger rooms that can accommodate the necessary equipment, larger lifts.

##### **Outcomes:**

- The proposal will result in an increased number of rehab beds being available in the city for those who need them.
- Better facilities should result in improved outcomes

##### **Satisfaction / Experience:**

- Service users and their families & carers will hopefully feel more confident in the service that is being provided, with the care being provided in a newer and better equipped facility.

## **Step 4: Impact**

### **4.1 How has the equality impact assessment informed or changed the proposal?**

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### **Summary of significant negative impacts and how they can be mitigated or justified:**

- The main negative impact will be the short-term impact of change for staff having to move to a new employer and site. Whilst their terms & conditions will be protected through the TUPE transfer regulations, this is a significant change to the individual. We will mitigate the impact through formal joint staff consultations, further 1-2-1's where necessary, and raising concerns with Sirona during continuing discussions throughout the transition.

#### **Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:**

- There are specific benefits for older people and individuals with a disability represented in the service user group. The new rehab service will be in a more appropriate location, with better facilities, better transport links and a hospital location that will facilitate a smooth transition from hospital discharge.
- As a result of the proposed TUPE transfer to Sirona, there are opportunities for the staff group for continued employment in the same sector in the south of the city, in a better facility with opportunities for career development within the health sector.

- There are significant benefits for Sirona as an employer in a sector that is currently experiencing significant recruitment and retention issues; they will inherit a skilled and highly valued workforce who can help them develop their desired culture at the South Bristol Community Hospital
- There are benefits for the broader health and care system, and the individuals accessing it, as this proposal will increase the number of available rehab beds in the city
- There are potential financial savings for the Council, which is important at a time when the service budgets are under significant pressure, as well as a chance to explore alternative future uses for the South Bristol Rehab Centre which could benefit other services or offer efficiencies across the Council estate.

## 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required  | Responsible Officer  | Timescale                           |
|--|--|-------------------------------------|
| Improvement: There is an opportunity to improve data collection in relation to service users which will be raised with Sirona  | Jayne Clifford   | As part of service transfer         |
| Improvement: There is an opportunity to improve data collection in relation to staff which will be raised with Sirona  | Jayne Clifford   | As part of service transfer         |
| Action: Staff briefing (pre-cabinet approval)  | Jayne Clifford   | November 2021                       |
| Action: Formal staff and trade union consultation  | Lorna Laing / Jayne Clifford, as well as Sirona management | Post cabinet approval (December 21) |
| Action: Establish a working group with Sirona to oversee: <ul style="list-style-type: none"> <li>• Detailed transition and implementation planning (including, making sure that the management of change is equitable and fair for all stakeholders from different protected groups, incorporating lessons learnt from North Rehabilitation Centre closure in 2017. In addition, ensuring, equitable and fair TUPE transfer, good relations between expanded team members and good satisfaction for service users and their family / carers across protected groups,</li> <li>• Consideration of staff concerns raised through consultation, as well as emphasising the need for Sirona to ensure a safe &amp; welcoming working environment for Black, Asian and minority ethnic employees</li> </ul> | Stephen Beet<br><br>Stakeholder Working Group              | November 2021                       |
| Action: Ensure any current reasonable working adjustments are highlighted to Sirona and confirmation that they will be honoured  | Jayne Clifford   | As part of consultation             |
| Action: Formal lessons learned exercise post transition  | Jayne Clifford with Sirona management                      | Following service transfer          |

## 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

The Council will maintain and develop an ongoing relationship with Sirona as part of broader system integration work and a shared commitment to delivering intermediate care in the context of the new Integrated Care System.

The impact of the proposal will be measured in terms of:

- No of rehab beds available in the hospital / occupancy levels
- Sustained level of service user / patient outcomes
- Patient satisfaction surveys (to be managed by Sirona)
- Staff satisfaction survey



- Data on staff retention and recruitment
- Overall effectiveness of the rehab service in supporting hospital discharge and system flow

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br><i>Chaman Verma</i><br>Chaman Verma - Diversity, Inclusion and Employee Initiatives Consultant | <b>Director Sign-Off:</b><br><b>Stephen Beet – Director: Adult Social Care</b> |
| Date: 18.11.21   | Date: 21/12/2021   |

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<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



|  |  |
|--|--|
| Title: Budget Proposal - Review Bristol Community Links service delivery |  |
| <input checked="" type="checkbox"/> Budget Proposal ASC7                 | <input checked="" type="checkbox"/> Changing |
| Directorate: People  | Lead Officer name: Jayne Clifford            |
| Service Area: Adult Social Care  | Lead Officer role: Head of Service           |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The Medium Term Financial Plan underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

#### This proposal:

To conduct a review of day opportunities currently provided within Bristol Community Links by developing options to deliver cost efficiencies. This is subject to consultation.

The Service:

- Day opportunities service for older people, adults with dementia, learning disability, physical impairments etc., and their families.
- The service supports people to live more independently and to get the most out of their local communities.
- Based in two large buildings around the city (the third smaller site is currently closed due to COVID-secure reasons).
- Offers a mix of traditional day centre opportunities and community led care.

#### The Project

- Descriptions: Staffing model is considered outdated and expensive.
- A Key driver for change is to move away from costly provision to a more streamlined service.
- Remodel and potential for external strategic partner.
- Currently there is no project underway – as funding is available to perform this project at this time.

### 1.2 Who will the proposal have the potential to affect?

|  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input checked="" type="checkbox"/> Commissioned services          | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:   |   |  |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|  |                                    |                 |
|--|------------------------------------|-----------------|
| <input checked="" type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> | [please select] |
|--|------------------------------------|-----------------|

|  |
|--|
|  |
|--|

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| <b>Data / Evidence Source</b><br>[Include a reference where known]   | <b>Summary of what this tells us</b>  |
|--|---|
| <a href="#">Census 2011</a> and <a href="#">Census 2021</a><br><br><a href="#">2011 Census Key Statistics About Equalities Communities</a> | The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)   |
| <a href="#">The population of Bristol</a>  | Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.   |
| <a href="#">New wards: data profiles</a><br><br><a href="#">Ward Profiles - Power BI tool</a>  | The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards. The Scope of the Service is citywide, and any review will consider impacts for particular settings.   |
| <a href="#">Bristol Quality of Life survey 2020/21 final report</a><br><br><a href="#">Quality of Life 2020-21 — Open Data Bristol</a>     | <p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online &amp; paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.</p> <p>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation.</p> |
| <a href="#">Citizens' Assembly</a>   | The citizens' assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.  |
| <a href="#">Joint Strategic Needs Assessment (JSNA)</a>  | The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city   |

|  | while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.   |                  |               |        |    |      |    |   |   |           |    |         |    |
|--|---|------------------|---------------|--------|----|------|----|---|---|-----------|----|---------|----|
| <a href="#">Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk)</a> December 2021   | Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19 on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting ‘take homes’. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences.                   |                  |               |        |    |      |    |   |   |           |    |         |    |
| <p><a href="#">HR Analytics: Power BI reports (sharepoint.com)</a><br/>[internal link only]</p> <p><a href="#">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB)</a> Appendix – Workforce Diversity Data – summary analysis</p> | <p>The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).</p> <p>Service Headcount: 73 across three sites. HR analytics does not drill down per team. However in the Reablement and Intermediate Care Service overall younger; disabled; Asian/Asian British; and male employees are currently underrepresented.</p> |                  |               |        |    |      |    |   |   |           |    |         |    |
| <a href="#">Designing a new social reality - Research on the impact of covid-19 on Bristol’s VCSE sector and what the future should be – Black South West Network 2020</a>   | Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.   |                  |               |        |    |      |    |   |   |           |    |         |    |
| <a href="#">Demographic Data BCL South 2022</a>  | <table border="1"> <thead> <tr> <th>Total number of:</th> <th>Service Users</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>19</td> </tr> <tr> <td>Male</td> <td>14</td> </tr> <tr> <td>Black, Asian and minority ethnic background</td> <td>6</td> </tr> <tr> <td>Age 18-64</td> <td>19</td> </tr> <tr> <td>Age 65+</td> <td>14</td> </tr> </tbody> </table>  | Total number of: | Service Users | Female | 19 | Male | 14 | Black, Asian and minority ethnic background | 6 | Age 18-64 | 19 | Age 65+ | 14 |
| Total number of:   | Service Users   |                  |               |        |    |      |    |   |   |           |    |         |    |
| Female   | 19  |                  |               |        |    |      |    |   |   |           |    |         |    |
| Male   | 14  |                  |               |        |    |      |    |   |   |           |    |         |    |
| Black, Asian and minority ethnic background  | 6   |                  |               |        |    |      |    |   |   |           |    |         |    |
| Age 18-64  | 19  |                  |               |        |    |      |    |   |   |           |    |         |    |
| Age 65+  | 14  |                  |               |        |    |      |    |   |   |           |    |         |    |

|           |                                  |
|-----------|----------------------------------|
| Disabled: | 33                               |
|           | LD support - 13                  |
|           | Physical support - 10            |
|           | Memory and cognition support – 9 |
|           | Mental Health support – 1        |

These figures are consistent with other comparable large building based day service providers. It is noted that 42% of those supported at BCL South are over 65, in comparison to 8.5% at BCL North.

| Total number of:                            | Staff: |
|---|--------|
| Female                                      | 26     |
| Male  | 10     |
| Black, Asian and minority ethnic background | 3      |
| Older adults (over 50)                      | 28     |
| 50 or under                                 | 8      |
| Disabled                                    | 6      |

Demographic Data BCL North 2022

**Service Users**

| Total number of:                            | Service Users |
|---|---------------|
| Female                                      | 13            |
| Male  | 13            |
| Black, Asian and minority ethnic background | 5             |
| Age 18-64                                   | 24            |
| Age 65+                                     | 2             |

|                             |   |   |
|-----------------------------|---|---|
|                             | Disabled                                    | 26  |
|                             |   | LD support – <b>24</b><br>Physical support – <b>19</b><br>Memory and cognition support – <b>3</b><br>Mental Health support – <b>0</b> |
|                             | <b>Staff</b>                                |   |
|                             | <b>Total number of:</b>                     | <b>Staff:</b>   |
|                             | Female                                      | 28  |
|                             | Male  | 8   |
|                             | Black, Asian and minority ethnic background | 6   |
|                             | Older adults (over 50)                      | 22  |
| 50 & Under                  | 14  |   |
| Disabled                    | 5   |   |
| <b>Additional comments:</b> |   |   |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation. We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

If proposal were to go ahead we will engage in a range of accessible and inclusive formats with:

- Staff
- CCG
- WECIL
- Bristol Disability Equality Forum
- Other charitable orgs.
- Learning difficulties partnership board
- Equalities forums.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.



**GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

At this stage prior to review we have not identified any significant negative impacts from the proposal however it is likely that older people, adults with dementia, learning difficulties and/or physical impairments (and their families and carers) will be disproportionately impacted as they are the cohort of affected service users. We also acknowledge that changes to services delivered in areas of socio-economic deprivation are likely to have a disproportionate impact on people living in low-income households.

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

Because the underlying reasons for the Council’s budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people’s needs will still be met by other / external provision if we reduce or decommission our existing services.

Where budget proposals are likely to impact on our workforce we will follow the ‘Management of Change’ guidance for internal consultation and seek advice from diversity consultants in the Equality and Inclusion Team to mitigate risks of discrimination. For proposals which are likely to impact external workforce teams e.g. in commissioned services, we will consider any likely disproportionate impacts of TUPE transfer arrangements etc.

Where proposals relate to changing work locations or conditions we will also consider the impact on those who may be more reliant on car parking or public transport; provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; and promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities and those from faith groups etc.

As there is evidence showing that lack of equity in funding and procurement has eroded the local voluntary and community sector, we need to consider the extent to which any proposed reductions in budgets for commissioned services, or proposals to increase income (e.g. by reducing subsidies or charging more commercial rates for premises and services) may have a disproportionate impact on smaller organisations which are led by and/or support local equalities communities.

We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics ,which we have taken into account in making this budget proposal (detailed below).

**PROTECTED CHARACTERISTICS**

|                          |  |
|--------------------------|--|
| <b>Age: Young People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"><li>• Young people are often under-represented in engagement and consultation and in Bristol are less satisfied than average with the way the council runs things.</li><li>• Children and young people in Bristol are considerably more ethnically diverse than the overall population of Bristol.</li></ul> |

|                          |   |
|--------------------------|---|
|                          | <ul style="list-style-type: none"> <li>• Children and young people from the most deprived areas of Bristol have the poorest outcomes in health and education in terms of health, education and future employment etc.</li> <li>• Young people in Bristol are more likely to: <ul style="list-style-type: none"> <li>○ have poor emotional health and wellbeing</li> <li>○ find inaccessible public transport prevents them from leaving their home when they want to</li> <li>○ 6.8% of 16-17 year olds (2020/21) were “not in education, employment or training” (NEET)</li> </ul> </li> <li>• Young adults are most likely to have lost work or seen their income drop because of COVID-19</li> </ul>   |
| Mitigations:             | See general comments above  |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Older people in Bristol are: <ul style="list-style-type: none"> <li>○ Less likely to be comfortable using digital services</li> <li>○ more reliant on public and community transport</li> <li>○ more likely to be an unpaid carer</li> <li>○ more likely to help out or volunteer in their community</li> <li>○ less likely to have formal qualifications</li> </ul> </li> <li>• Bristol Ageing Better says at least 11,000 older people are experiencing isolation in the city.</li> <li>• We must factor aging and the needs of older people into long term budgeting and service design</li> </ul>  |
| Mitigations:             | See general comments above. A review will need to consider the extend to which service users can be referred to other provision <sup>2</sup>  |
| <b>Disability</b>        | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• 17% of Bristol’s population are disabled. There are more disabled women than men living in Bristol.</li> <li>• The UK Disability pay gap is 20% (2020)</li> <li>• There is a disproportionate impact of COVID-19 on disabled people <u><a href="#">The lived experience of disabled people during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a></u></li> <li>• Disabled people are less likely to be employed in a managerial or professional occupation</li> <li>• 22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population and are more likely to work part time.</li> <li>• Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>• Disabled people on average have lower qualification levels than the population as a whole.</li> <li>• A higher proportion of disabled people rent from a social provider (local authority or housing association)</li> <li>• Disabled people have lower car ownership levels</li> <li>• Disabled people experience higher rates of hate crime and domestic abuse compared to the general population</li> <li>• Disabled people should be empowered to make independent living choices and a have a say in access to service provision.</li> </ul> |

<sup>2</sup> For more information see [Support Hub \(ageuk.org.uk\)](#)

|                           |  |
|---------------------------|--|
|                           | <ul style="list-style-type: none"> <li>• Budget setting needs to provide sufficient resource and flexibility to meet our legal duty to make anticipatory and responsive reasonable adjustments for disabled people including: <ul style="list-style-type: none"> <li>○ changing the way things are done e.g. opening / working times;</li> <li>○ changes to overcome barriers created by the physical features of premises.</li> <li>○ providing auxiliary aids e.g. extra equipment or a different or additional service.</li> <li>○ is 'anticipatory' so we must think in advance and ongoing about what disabled people might reasonably need.</li> </ul> </li> <li>• Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> </ul>   |
| Mitigations:              | See general comments above   |
| <b>Sex</b>                | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:        | <ul style="list-style-type: none"> <li>• Women are somewhat over-represented as employees in Community Links</li> <li>• Nationally the gender pay gap was 15.5% in 2020. This shows the relative pay gap between female and male employees and how the balance of pay is distributed in an organisation irrespective of equal pay for job roles.</li> <li>• Women still bear the majority of caring responsibilities for both children and older relatives.</li> <li>• Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership.</li> <li>• Services and workplace requirements may not take into consideration the impact of women's reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.</li> <li>• Young women between the ages of 16 and 24 have higher risk of common mental health problems and higher rates of self-harm and post-traumatic stress disorder etc.</li> <li>• Bristol female preventable mortality rates are significantly higher than the England rates</li> <li>• Nationally 27% of women experience domestic abuse in their lifetimes. The rate of recorded domestic abuse incidents in Bristol has shown a significant rise over the last two years and 74% of victims were female.</li> <li>• Men and boy's health is in general poorer than that of women and girl's</li> <li>• Male life expectancy at birth in Bristol is around four years less than for females.</li> <li>• On average men in Bristol live 18 years in poor health, women live 22 years in poor health</li> <li>• A higher proportion of boys have physical impairments and more boys than girls have diagnosed mental health disorders and learning difficulties.</li> <li>• Men in Bristol are more likely than women to have unhealthy lifestyle behaviours including being overweight and obese, smoking, alcohol and substance misuse</li> <li>• There are differences between men and women in health practices and the way they use health services</li> <li>• Men are three times more likely than women to take their own lives.</li> </ul> |
| Mitigations:              | See general comments above   |
| <b>Sexual orientation</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:        | <ul style="list-style-type: none"> <li>• Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse</li> <li>• 1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT.</li> </ul>   |

|                              |   |
|------------------------------|---|
|                              | <ul style="list-style-type: none"> <li>• More than a third of LGBT staff have hidden or disguised that they're LGBT at work in the last year because they were afraid of discrimination.</li> <li>• 1 in 10 Black, Asian and Minority Ethnic LGBT staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBT staff</li> <li>• One in four lesbian and bisexual women have experienced domestic abuse in a relationship, one third of them were abused by a man. Almost half of all gay and bisexual men have experienced at least one incident of domestic abuse from either a family member or a partner since the age of 16.</li> <li>• Research shows LGBT people face widespread discrimination in healthcare settings and one in seven LGBT people avoid seeking healthcare for fear of discrimination from staff</li> <li>• The Stonewall <a href="#">LGBT in Britain - Health Report</a> shows LGBT people are at greater risk of marginalisation during health crises, and those with multiple marginalised identities can struggle even more. In communications we should signpost and refer where possible to mutual aid and community support networks<sup>2</sup>.</li> <li>• Research has shown that LGBT people are more likely to be living with long-term health conditions, are more likely to smoke, and have higher rates of drug and alcohol use.</li> <li>• Half of LGBT people experienced depression in the last year</li> <li>• 14% of LGBT people have avoided treatment for fear of discrimination because they are LGBT.</li> </ul> |
| Mitigations:                 | See general comments above  |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• The Equality Act 2010 applies to those who are pregnant or have given birth in the past 26 weeks, as well as making provisions to protect the rights of breastfeeding mothers.</li> <li>• Around 80% of women will give birth and many women will also experience termination, miscarriage and stillbirth</li> <li>• In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes)</li> <li>• Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements</li> <li>• Black, Asian and Minority Ethnic women more likely to experience complications at birth</li> </ul>  |
| Mitigations:                 | See general comments above  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• As sexual orientation above Transgender people are statistically more vulnerable to verbal and physical abuse. Transgender people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.</li> <li>• 1 in 8 Trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were Trans</li> </ul>   |
| Mitigations:                 | See general comments above  |
| <b>Race</b>                  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• Black, Asian and minority ethnic people are disproportionately impacted by COVID-19</li> <li>• Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people<sup>3</sup>.</li> </ul>  |

<sup>3</sup> CoDE Briefing Bristol v2.pdf ([runnymedetrust.org](http://runnymedetrust.org))

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• In the last census (2011) 16% of the population belonged to a Black, Asian or minority ethnic group and this is likely to be higher now.</li> <li>• The top three countries of birth outside UK for Bristol residents are Poland, Somalia and India.</li> <li>• Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people.</li> <li>• Bangladeshi, Pakistani, and Black ethnic groups are more likely to live in deprived neighbourhoods; and the same groups and Chinese ethnicities are about twice as likely to live on a low income and experience child poverty compared to White groups</li> <li>• Black, Asian and minority ethnic households are less likely to own their home and more likely to living in overcrowded housing and intergenerational households. Bangladeshi and Pakistani groups are more likely to live in multi-family households.</li> <li>• Black people in the UK are less likely to hold a driving licence and more likely to rely on public transport.</li> <li>• Black Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they want to</li> <li>• Black African young people are disadvantaged in education compared to their White peers<sup>8</sup>. A disproportionately high percentage of Bristol school pupils from Black, Asian and minority ethnic backgrounds are excluded from school and In Bristol pupils with the lowest 'Attainment 8' scores are from Black ethnic background (highest from Chinese ethnic background.)</li> <li>• Organisations may lack cultural competence because Black, Asian and minority staff are under- represented.</li> <li>• People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.</li> <li>• Black Asian and minority ethnic groups are more likely to be self-employed than the Bristol average and over-represented in low income self-employment including taxis, takeaway restaurants</li> <li>• Black Asian and minority ethnic people are underrepresented in political and civic leadership.</li> <li>• People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul> |
| Mitigations:                            | See general comments above   |
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• There are at least 45 religions represented in Bristol. Approximately 1 in 20 people in Bristol are Muslims, and Islam is the second religion in Bristol after Christianity</li> <li>• Budget proposals should take into account differing needs because of people's religion and belief (for example different requirements around diet, life events, and holidays)</li> <li>• Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required.</li> </ul>  |
| Mitigations:                            | See general comments above   |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>   |  |

|  |  |
|--|--|
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | <ul style="list-style-type: none"> <li>• Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>• In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>• 9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (BEIS, 2020)</li> <li>• 4.2% of households have experienced moderate to severe food insecurity, rising to 13% in the most deprived areas of the city (QoL 2020-21)</li> <li>• 25% of people in Bristol are dissatisfied with the way the Council runs things, but this is 43% for people living in the most deprived areas of the city (QoL 2020-21).</li> <li>• The inequalities gap in life expectancy between the most and least deprived areas in Bristol is 9.6 years for men and 7.2 years for women.</li> </ul> |
| Mitigations:   | See general comments above   |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | <ul style="list-style-type: none"> <li>• Being a carer can be a huge barrier to accessing services and maintaining employment</li> <li>• We need to consider the timing/availability of services, events etc. to allow flexibility for carers.</li> <li>• As with Disability and Pregnancy and Maternity – policies which aim to restrict driving or parking can have a disproportionate impact on people who are reliant on having their own transport.</li> <li>• Studies show around 65% of adults have provided unpaid care for a loved one.</li> <li>• Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> <li>• Young carers are often hidden and may not recognise themselves as carers_</li> </ul>  |
| Mitigations:   | See general comments above   |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   |  |
| Mitigations:   |  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

We have not identified positive impacts at this stage – as this may be dependent on the model selected and any selected strategic partner. The overall aim of the review will be to ensure there is effective provision which supports people to live more independently and to get the most out of their local communities.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

|   |
|---|
| <b>Summary of significant negative impacts and how they can be mitigated or justified:</b>  |
| No significant negative impact identified at this stage. Future review may lead to recommendations which if implemented could lead to changes to provision and workforce which would be subject to further detailed equality impact assessment prior to implementation. |
| <b>Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:</b>  |
| If progressed to a larger org with wider geographical footprint there might be more efficiencies for “move-on” opportunities (ensuring people find independent living quicker).   |

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required   | Responsible Officer | Timescale                  |
|---|---------------------|----------------------------|
| Not currently a project: Would look to produce a Mandate if this work would be taken forward and Equality Impact Assessment to be updated throughout project. | Jayne Clifford      | Dependent if taken forward |
|   |                     |                            |
|   |                     |                            |

### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

|   |
|---|
| Unknown until project were to be taken forward. |
|---|

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>4</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Stephen Beet – Director: Adult Social Care |
| Date: 10/1/2022  | Date: 10 January 2022   |

<sup>4</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



|  |  |
|--|--|
| Title: Budget Proposal ASC10: Change how we fund care and support under S117 |  |
| <input checked="" type="checkbox"/> Budget Proposal                          | <input checked="" type="checkbox"/> Changing       |
| Directorate: People  | Lead Officer name: Katherine Williams              |
| Service Area: Adult Social Care  | Lead Officer role: Strategic Commissioning Manager |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.



**This proposal relates to** changing how we fund care and support for adults who are eligible for support provided under Section 117 (S117) of the Mental Health Act 1983. S117 aftercare is a legal duty that is placed on health and social services to provide after care services for individuals who have been in hospital under sections 3, 37, 45A, 47, or 48 of the Mental Health Act 1983. Support is provided with a view to preventing further hospital admissions and can include specialist housing, help to meet other people, help with work or education etc. Support should remain in place for as long as it is needed.

People who have been detained under the MH Act are clearly not a homogenous group, peoples circumstances, situations, support networks, recovery capacity, individual outcomes and goals vary significantly. We do know that people who are S117 eligible can be ‘over provided for’ which means that support can be more intensive than is actually needed, peoples needs fluctuate as their wellbeing varies but at times the level of support being provided remains static. This is often associated with managing the perceived risk that people may or may not present.

Additional funding has been secured from CCG S256 monies which allows us to take an invest to save approach, tightening our grip on S117 eligible citizens and commissioned support and bringing transparency, efficiencies and cost savings.

We are introducing a new, fixed term team for two years. We will be introducing new roles which internal staff may wish to apply for. The team will consist of a combination of roles in Adult Social Care (social care practitioners, brokers, commissioners and quality assurance support) to make service improvements. Roles will provide advice, guidance and coordination of S117 eligible citizens (approx 626 people in Bristol) which includes people with MH, LD and Autism support needs. This does not impact on existing BCC staff other than strengthening good practice across Adult Social Care, they will lead on establishing and embedding an improved way of supporting people with MH, LD and Autism support needs.

Key activities include:

- Informing quality, multi agency support and discharge planning. Ensuring the persons voice is central, a focus on recovery and prevention of individuals relapse and deterioration of mental health. Enabling a joint approach to care planning and risk enablement to address over prescribing of care.
- Strengthening connections with secondary MH provision at an individual level and maintaining oversight of overall S117 eligible citizens engagement.
- Accelerate cost of care pricing methodology for all Bristol S117 eligible placements to give a consistent approach to costing residential, nursing and supported living services that are purchased by both the CCG and the local authority. This team will lead negotiations with providers.
- Lead on bespoke commissioning where existing commissioned resources are not able to meet the requested needs of an individual.
- Following up on progress and potential reductions in care packages where time limited interventions have been put in place, proactively tracking reviews for people with potential for their care to step down once settled in a more person centred way.

## 1.2 Who will the proposal have the potential to affect?

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                             | <input checked="" type="checkbox"/> The wider community |
| <input checked="" type="checkbox"/> Commissioned services          | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments:   |   |   |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

**Yes**                       **No**                      [please select]

[leave this blank if 'Yes']

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known]  | Summary of what this tells us  |
|--|--|
| <a href="#">Census 2011</a> and <a href="#">Census 2021</a><br><br><a href="#">2011 Census Key Statistics About Equalities Communities</a> | The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)  |
| <a href="#">The population of Bristol</a>  | Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.  |
| <a href="#">New wards: data profiles</a><br><br><a href="#">Ward Profiles - Power BI tool</a>  | The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.  |
| <a href="#">Bristol Quality of Life survey 2020/21 final report</a><br><br><a href="#">Quality of Life 2020-21 — Open Data Bristol</a>     | The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online & paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey. |

|  |  |
|--|--|
|  | <p>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation.</p>  |
| <p><u>Citizens' Assembly</u></p>   | <p>The citizens' assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.</p>  |
| <p><u>Joint Strategic Needs Assessment (JSNA)</u></p>  | <p>The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.</p> |
| <p><u>Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk) December 2021</u></p>   | <p>Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19 on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting 'take homes'. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences.</p>   |
| <p><u>HR Analytics: Power BI reports (sharepoint.com)</u><br/>[internal link only]</p> <p><u>Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB) Appendix – Workforce Diversity Data – summary analysis</u></p> | <p>The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).</p>   |

|   |  |
|---|--|
|   | <p>We will be recruiting to these posts – some people may apply internally.</p> <p>Young people account for 9% of workers in existing adult social care</p> <p>Men account for 20% of workers in existing adult social care</p>  |
| <p><u>Designing a new social reality - Research on the impact of covid-19 on Bristol’s VCSE sector and what the future should be – Black South West Network 2020</u></p>  | <p>Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.</p>   |
| <p>Adult Social Care Data<br/>From Power BI</p> <p>Better lives @ home needs analysis – ASC data</p>  | <p>ASC Data) shows 653 people who are S117 eligible accessing ASC provision, this is a 6.7% increase in the last year. 161 people are aged 65+ years.</p> <p>There are more men who are S117 eligible than women (402/251) but the proportion of women has increased by 10.1% whilst men increased by 4.7% when compared to the previous year.</p> <p>There are 62 people who are accessing support out of area which has increased from 52 in the previous year, whilst this may be to access specialist provision this growth does suggest a lack of appropriate local support.</p> <p>Information from the brokerage team regularly highlights the limited availability of specialist MH support in Bristol and the need for further market development.</p> <p>Only 45% of ASC service users with mental health needs are women, despite the fact that mental health disorders are three times more prevalent in women than men</p> <p>From analysis of the Mental Health cohort, there are more Black, Asian and minority ethnic people eligible for Section 117 aftercare and they are more likely to experience placement breakdown</p> |
| <p><b>National data shows that</b> Black men are more likely to have experienced a psychotic disorder in the last year than White men. Black people are four times more likely to be detained under the Mental Health Act than White people (<a href="#">BAME and mental health   Mental Health Foundation</a>)</p> |  |

**2.2 Do you currently monitor relevant activity by the following protected characteristics?**

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

### 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation. We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

There is a significant lack of data on sexual orientation, disability, marital status, gender reassignment and religion for service users on Bristol City Council 'LAS' Management Report. It is not possible to fill the gap in this data for this EqIA.

Internal reporting of protected characteristic at the care management assessment stage needs to be strengthened - to ensure these are being considered in the care assessment and referral stage. This will be a recommendation.

### 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

### 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

This proposal was developed with the BNSSG Mental Health Programme Board which includes Lived Experience representation and the Adult Social Care provider forum. Further engagement is required via the equalities forum, the Independent Mental Health Network and Care provider forums as well as other relevant groups.

### Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

#### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### **GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

Because the underlying reasons for the Council's budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people's needs will still be met by other / external provision if we reduce or decommission our existing services.

As there is evidence showing that lack of equity in funding and procurement has eroded the local voluntary and community sector, we need to consider the extent to which any proposed reductions in budgets for commissioned services, or proposals to increase income (e.g. by reducing subsidies or charging more commercial rates for premises and services) may have a disproportionate impact on smaller organisations which are led by and/or support local equalities communities.

We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics, which we have taken into account in making this budget proposal (detailed below).

#### **General impacts and mitigations**

By equality group, disabled people are the highest proportion (34%) reporting below average mental wellbeing in 2019/20, followed by 22% of young people (aged 16-24). This compares to 10% of White Minority Ethnic (WME) people and 12% of older people aged 65+. There are no significant differences recorded by sex or religion.

The team will be utilising existing policies and refining these to ensure a clear mental health focus. Decision making will be fair and ensure we are putting the needs of our citizens at the heart. Some reviews may highlight that individuals are being over provided for. We will ensure that we continue to take a person centred approach and that the needs of the individual are met in accordance with the Care Act. Any changes will follow our robust decision making process.

Where reduced packages of care potentially disproportionately impact particular commissioned providers, this will be reviewed by the adult social care business continuity panel

We will be working with our commissioned providers to increase transparency and ensure value for money services using nationally recognised pricing methodology.

Some of the inequality shown in S117 data shows the inequality of the way in which people are perceived to be a risk to themselves or other people and therefore detained e.g. a young black male may be viewed as a higher risk than an older white female. Whilst this proposal will not specifically address this stigma we will be highlighting areas of good practice and learning for the wider system to better meet peoples needs in more culturally appropriate ways.

Supporting market development in areas to address current gaps and bring together providers with different areas of specialist knowledge to work with the whole person will be part of this work.

We will work with Lived Experience groups (such as the Independent Mental Health Network) to inform our work and the approach taken.

#### PROTECTED CHARACTERISTICS

|                          |  |
|--------------------------|--|
| <b>Age: Young People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>Young people who are affected by the mental health of someone they are cared for</li> </ul>   |
| Mitigations:             | Improved localised support for people with mental health and support for whole family.   |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>Older people in Bristol are: <ul style="list-style-type: none"> <li>Less likely to be comfortable using digital services</li> </ul> </li> <li>Bristol Ageing Better says at least 11,000 older people are experiencing isolation in the city.</li> <li>We must factor aging and the needs of older people into long term budgeting and service design</li> </ul>  |
| Mitigations:             | Older people: as people age they should not have to move to have their care needs met so part of this work will be about market shaping to ensure existing older peoples and younger peoples services can adapt to effectively meet the needs of people with mental health needs as they age.  |
| <b>Disability</b>        | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>17% of Bristol's population are disabled. There are more disabled women than men living in Bristol.</li> <li>The UK Disability pay gap is 20% (2020)</li> <li>There is a disproportionate impact of COVID-19 on disabled people <a href="https://www.gov.uk/government/news/the-lived-experience-of-disabled-people-during-the-covid-19-pandemic">The lived experience of disabled people during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a></li> </ul> |

|                    |  |
|--------------------|--|
|                    | <ul style="list-style-type: none"> <li>• 22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population, and are more likely to work part time.</li> <li>• Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>• Disabled people on average have lower qualification levels than the population as a whole.</li> <li>• A higher proportion of disabled people rent from a social provider (local authority or housing association)</li> <li>• Disabled people experience higher rates of hate crime and domestic abuse compared to the general population</li> <li>• Disabled people should be empowered to make independent living choices and have a say in access to service provision.</li> <li>• Budget setting needs to provide sufficient resource and flexibility to meet our legal duty to make anticipatory and responsive reasonable adjustments for disabled people including: <ul style="list-style-type: none"> <li>○ changing the way things are done e.g. opening / working times;</li> <li>○ changes to overcome barriers created by the physical features of premises.</li> <li>○ providing auxiliary aids e.g. extra equipment or a different or additional service.</li> <li>○ is 'anticipatory' so we must think in advance and ongoing about what disabled people might reasonably need.</li> </ul> </li> <li>• Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> </ul> <p>Disabled people are the least satisfied with life (43%), significantly lower than the Bristol average (75%)</p> |
| Mitigations:       | <p>Commissioned providers utilise access support services to increase disabled people into employment</p> <p>See general mitigations above</p>   |
| <b>Sex</b>         | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts: | <ul style="list-style-type: none"> <li>• More men eligible for S117 than women</li> <li>• Women still bear the majority of caring responsibilities for both children and older relatives.</li> <li>• Young women between the ages of 16 and 24 have higher risk of common mental health problems and higher rates of self-harm and post-traumatic stress disorder etc.</li> <li>• Nationally 27% of women experience domestic abuse in their lifetimes. The rate of recorded domestic abuse incidents in Bristol has shown a significant rise over the last two years and 74% of victims were female.</li> <li>• On average men in Bristol live 18 years in poor health, women live 22 years in poor health</li> <li>• A higher proportion of boys have physical impairments and more boys than girls have diagnosed mental health disorders and learning difficulties.</li> <li>• Men in Bristol are more likely than women to have unhealthy lifestyle behaviours including being overweight and obese, smoking, alcohol and substance misuse</li> <li>• There are differences between men and women in health practices and the way they use health services</li> <li>• Men are three times more likely than women to take their own lives.</li> </ul>  |
| Mitigations:       | See general comments above   |



|                              |   |
|------------------------------|---|
|                              | <p>Recruiting staff – there is an under representation of men and young people within adult social care. We will be aware of this when recruiting</p> <p>Will ensure to hear the voices of men who are over represented through the lived experience groups</p>   |
| <b>Sexual orientation</b>    | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse</li> <li>• 1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT.</li> <li>• More than a third of LGBT staff have hidden or disguised that they're LGBT at work in the last year because they were afraid of discrimination.</li> <li>• 1 in 10 Black, Asian and Minority Ethnic LGBT staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBT staff</li> <li>• One in four lesbian and bisexual women have experienced domestic abuse in a relationship, one third of them were abused by a man. Almost half of all gay and bisexual men have experienced at least one incident of domestic abuse from either a family member or a partner since the age of 16.</li> <li>• Research shows LGBT people face widespread discrimination in healthcare settings and one in seven LGBT people avoid seeking healthcare for fear of discrimination from staff</li> <li>• The Stonewall <a href="#">LGBT in Britain - Health Report</a> shows LGBT people are at greater risk of marginalisation during health crises, and those with multiple marginalised identities can struggle even more. In communications we should signpost and refer where possible to mutual aid and community support networks<sup>2</sup>.</li> <li>• Research has shown that LGBT people are more likely to be living with long-term health conditions, are more likely to smoke, and have higher rates of drug and alcohol use.</li> <li>• Half of LGBT people experienced depression in the last year</li> <li>• 14% of LGBT people have avoided treatment for fear of discrimination because they are LGBT.</li> </ul> |
| Mitigations:                 | See general comments above  |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• Further analysis needed to consider impact of pregnancy/maternity on MH</li> </ul>   |
| Mitigations:                 | See general comments above  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• 1 in 5 participants said they felt unsafe</li> <li>• 71% of participants had thought about suicide</li> <li>• 71% of participants had sought help for anxiety or depression</li> </ul>   |
| Mitigations:                 | See general comments above  |
| <b>Race</b>                  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• Black, Asian and minority ethnic people are disproportionately impacted by COVID-19</li> <li>• Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people<sup>2</sup>.</li> <li>• In the last census (2011) 16% of the population belonged to a Black, Asian or minority ethnic group and this is likely to be higher now.</li> <li>• Black people in the UK are less likely to hold a driving licence and more likely to rely on public transport.</li> </ul>   |

<sup>2</sup> CoDE Briefing Bristol v2.pdf ([runnymedetrust.org](http://runnymedetrust.org))

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul>   |
| Mitigations:   | See general comments above   |
| <b>Religion or Belief</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   | No current data  |
| Mitigations:   | Will ensure that service design and commissioning takes into consideration the religious and beliefs   |
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   | no significant impacts identified  |
| Mitigations:   |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |  |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | <ul style="list-style-type: none"> <li>• Local data shows 15% have “below average mental wellbeing”, rising to 20% in the most deprived areas.</li> </ul>  |
| Mitigations:   | See general comments above   |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | <ul style="list-style-type: none"> <li>• Being a carer can be a huge barrier to accessing services and maintaining employment</li> <li>• We need to consider the timing/availability of services, events etc. to allow flexibility for carers.</li> <li>• As with Disability and Pregnancy and Maternity – policies which aim to restrict driving or parking can have a disproportionate impact on people who are reliant on having their own transport.</li> <li>• Studies show around 65% of adults have provided unpaid care for a loved one.</li> <li>• Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> <li>• Young carers are often hidden and may not recognise themselves as carers_</li> </ul> <p>Potential reductions in care packages could mean increased pressure on carers</p> |
| Mitigations:   | We will consult with carers and consider their needs as part of support planning and service design  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   |  |
| Mitigations:   |  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

|   |
|---|
| The proposal aims to improve local provision and meeting the needs of individuals |
|---|

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

|   |
|---|
| <b>Summary of significant negative impacts and how they can be mitigated or justified:</b>  |
| Potential impacts on service providers which will be addressed through the adult social care business continuity panel.<br>Potential reductions in support for individuals, however, their needs will be assessed to maximise independence and we will ensure their needs are met in accordance with the Care Act |
| <b>Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:</b>  |
| Improve localised and specialist mental health support. We will improve our systems and processes to better meet the needs of our S117 citizens   |

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required                              | Responsible Officer | Timescale  |
|--|---------------------|------------|
| Strengthen equalities monitoring to support service design | Katherine Williams  | April 2022 |
|  |                     |            |
|  |                     |            |

### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

|   |
|---|
| We will see less people going out of area for mental health support as we will have the provision within the city.<br>We will have more confidence in knowing what we're paying for versus the outcomes that are being achieved with individuals<br>Overall budget saving over the next two years |
|---|

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>3</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by equality officer | <b>Director Sign-Off:</b><br>Signed by Deputy Director – Commissioning (on behalf of the Director, Adult Social Care) |
| Date: 5/1/2022   | Date: 05/01/2022  |

<sup>3</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



|   |  |
|---|--|
| Title: Budget Proposal - Community Meals Service          |  |
| <input checked="" type="checkbox"/> Budget Proposal ASC11 | <input checked="" type="checkbox"/> Changing |
| Directorate: People                                       | Lead Officer name: Jayne Clifford            |
| Service Area: ADULT SOCIAL CARE                           | Lead Officer role: Head of Service           |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal:**

- Description: Improved service efficiency with service becoming self-funding and attracting new meals service customers.
- Aim: To increase deliveries from 261 a day to 350 meals a day during the week and 320 on the weekend to be a cost neutral service.
- Funding: No funding arrangements currently.

**1.2 Who will the proposal have the potential to affect?**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |  |  |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|  |   |                 |
|--|---|-----------------|
| <input checked="" type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> | [please select] |
|--|---|-----------------|

We have not identified any significant equality impact from this income generating savings proposal. There will be no effect on internal services or teams as will still retain all drivers / staff. The meal service will continue to provide culturally appropriate meals and meet dietary requirements. Increasing meals may require marketing assistance and ideas to generate higher service user numbers.

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Stephen Beet – Director: Adult Social Care |
| Date: 22/12/2021   | Date: 22.12.2021  |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



|   |  |
|---|--|
| Title: Budget Proposal - Concord Lodge                    |  |
| <input checked="" type="checkbox"/> Budget Proposal ASC12 | <input checked="" type="checkbox"/> Changing |
| Directorate: People                                       | Lead Officer name: Jayne Clifford            |
| Service Area: ADULT SOCIAL CARE                           | Lead Officer role: Head of Service           |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

#### This proposal:

- Concorde Lodge is a 7-bedroom, short-term (6-12 month) assessment residential unit (no permanent living) providing support and accommodation to people with learning difficulties and complex needs who's behaviour challenges services.
- The proposal would be to close Concord Lodge and transfer the service to an external strategic partner. Indicative savings may be produced by staff reduction / efficiency savings – TUPE would apply. Approx. 33 staff.
- No project underway – no funding available to perform this project at this time.

### 1.2 Who will the proposal have the potential to affect?

|  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services                     | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:   |  |  |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|  |                                    |                 |
|--|------------------------------------|-----------------|
| <input checked="" type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> | [please select] |
|--|------------------------------------|-----------------|

|  |
|--|
|  |
|--|

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| <b>Data / Evidence Source</b><br>[Include a reference where known]  | <b>Summary of what this tells us</b>  |
|---|---|
| <a href="#">Census 2011</a> and <a href="#">Census 2021</a><br><br><a href="#">2011 Census Key Statistics About Equalities Communities</a>  | The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)   |
| <a href="#">The population of Bristol</a>   | Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.   |
| <a href="#">New wards: data profiles</a><br><br><a href="#">Ward Profiles - Power BI tool</a>   | The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.   |
| <a href="#">Bristol Quality of Life survey 2020/21 final report</a><br><br><a href="#">Quality of Life 2020-21 — Open Data Bristol</a>  | <p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online &amp; paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.</p> <p>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation.</p>   |
| <a href="#">Citizens' Assembly</a>  | The citizens' assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.  |
| <a href="#">Joint Strategic Needs Assessment (JSNA)</a>   | The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery. |
| <a href="#">Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk)</a> December 2021  | Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19 on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting 'take homes'. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences.   |
| <a href="#">HR Analytics: Power BI reports (sharepoint.com)</a> [internal link only]<br><br><a href="#">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB)</a> Appendix – Workforce | The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).   |



|   |   |
|---|---|
| Diversity Data – summary analysis   | In the Reablement and Intermediate Care Team overall there is an overrepresentation of Female (85.8%), Black/Black British and Mixed Ethnicity employees.   |
| <u>Designing a new social reality - Research on the impact of covid-19 on Bristol’s VCSE sector and what the future should be – Black South West Network 2020</u> | Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services. |
| <b>Additional comments:</b>   |   |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don’t have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn’t mean that you can’t complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation. We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol’s diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen’s view. We made it clear in our communications that “We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices.”

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

Prior to implementation of this savings proposal we would carry out further engagement and consultation with

- Staff and service users
- CCG
- Other charitable orgs.
- Learning difficulties partnership board
- Equalities forums.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

**GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

Because the underlying reasons for the Council's budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people's needs will still be met by other / external provision if we reduce or decommission our existing services.

Where budget proposals are likely to impact on our workforce we will follow the 'Management of Change' guidance for internal consultation and seek advice from diversity consultants in the Equality and Inclusion Team to mitigate risks of discrimination. For proposals which are likely to impact external workforce teams e.g. in commissioned services, we will consider any likely disproportionate impacts of TUPE transfer arrangements etc.

Where proposals relate to changing work locations or conditions we will also consider the impact on those who may be more reliant on car parking or public transport; provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; and promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities and those from faith groups etc.

As there is evidence showing that lack of equity in funding and procurement has eroded the local voluntary and community sector, we need to consider the extent to which any proposed reductions in budgets for commissioned services, or proposals to increase income (e.g. by reducing subsidies or charging more commercial rates for premises and services) may have a disproportionate impact on smaller organisations which are led by and/or support local equalities communities.

We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics ,which we have taken into account in making this budget proposal (detailed below).

#### PROTECTED CHARACTERISTICS

|                          |  |
|--------------------------|--|
| <b>Age: Young People</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:       |  |
| Mitigations:             | See general comments above   |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Older people in Bristol are: <ul style="list-style-type: none"> <li>○ Less likely to be comfortable using digital services</li> <li>○ more reliant on public and community transport</li> <li>○ more likely to be an unpaid carer</li> <li>○ more likely to help out or volunteer in their community</li> <li>○ less likely to have formal qualifications</li> </ul> </li> <li>• Bristol Ageing Better says at least 11,000 older people are experiencing isolation in the city.</li> <li>• We must factor aging and the needs of older people into long term budgeting and service design</li> </ul>   |
| Mitigations:             | See general comments above   |
| <b>Disability</b>        | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• The cohort of service users includes those with learning difficulties and/or autism – although we do not anticipate any reduction in service we need to ensure that any changes are managed sensitively with inclusive and accessible communication throughout</li> <li>• 17% of Bristol's population are disabled. There are more disabled women than men living in Bristol.</li> <li>• The UK Disability pay gap is 20% (2020)</li> <li>• There is a disproportionate impact of COVID-19 on disabled people <u><a href="https://www.gov.uk/government/news/the-lived-experience-of-disabled-people-during-the-covid-19-pandemic">The lived experience of disabled people during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a></u></li> <li>• Disabled people are less likely to be employed in a managerial or professional occupation</li> <li>• 22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population, and are more likely to work part time.</li> </ul> |

|                    |  |
|--------------------|--|
|                    | <ul style="list-style-type: none"> <li>• Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>• Disabled people on average have lower qualification levels than the population as a whole.</li> <li>• A higher proportion of disabled people rent from a social provider (local authority or housing association)</li> <li>• Disabled people have lower car ownership levels</li> <li>• Disabled people experience higher rates of hate crime and domestic abuse compared to the general population</li> <li>• Disabled people should be empowered to make independent living choices and have a say in access to service provision.</li> <li>• Budget setting needs to provide sufficient resource and flexibility to meet our legal duty to make anticipatory and responsive reasonable adjustments for disabled people including: <ul style="list-style-type: none"> <li>○ changing the way things are done e.g. opening / working times;</li> <li>○ changes to overcome barriers created by the physical features of premises.</li> <li>○ providing auxiliary aids e.g. extra equipment or a different or additional service.</li> <li>○ is 'anticipatory' so we must think in advance and ongoing about what disabled people might reasonably need.</li> </ul> </li> <li>• Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> </ul>   |
| Mitigations:       | See general comments above   |
| <b>Sex</b>         | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts: | <ul style="list-style-type: none"> <li>• Proposed workforce changes will have a disproportionate impact on female workers due to their high representation in the affected team</li> <li>• Nationally the gender pay gap was 15.5% in 2020. This shows the relative pay gap between female and male employees and how the balance of pay is distributed in an organisation irrespective of equal pay for job roles.</li> <li>• Women still bear the majority of caring responsibilities for both children and older relatives.</li> <li>• Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership.</li> <li>• Services and workplace requirements may not take into consideration the impact of women's reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.</li> <li>• Young women between the ages of 16 and 24 have higher risk of common mental health problems and higher rates of self-harm and post-traumatic stress disorder etc.</li> <li>• Bristol female preventable mortality rates are significantly higher than the England rates</li> <li>• Nationally 27% of women experience domestic abuse in their lifetimes. The rate of recorded domestic abuse incidents in Bristol has shown a significant rise over the last two years and 74% of victims were female.</li> <li>• Men and boy's health is in general poorer than that of women and girl's</li> <li>• Male life expectancy at birth in Bristol is around four years less than for females.</li> <li>• On average men in Bristol live 18 years in poor health, women live 22 years in poor health</li> <li>• A higher proportion of boys have physical impairments and more boys than girls have diagnosed mental health disorders and learning difficulties.</li> </ul> |

|                              |   |
|------------------------------|---|
|                              | <ul style="list-style-type: none"> <li>Men in Bristol are more likely than women to have unhealthy lifestyle behaviours including being overweight and obese, smoking, alcohol and substance misuse</li> <li>There are differences between men and women in health practices and the way they use health services</li> <li>Men are three times more likely than women to take their own lives.</li> </ul>   |
| Mitigations:                 | See general comments above  |
| <b>Sexual orientation</b>    | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse</li> <li>1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT.</li> <li>More than a third of LGBT staff have hidden or disguised that they're LGBT at work in the last year because they were afraid of discrimination.</li> <li>1 in 10 Black, Asian and Minority Ethnic LGBT staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBT staff</li> <li>One in four lesbian and bisexual women have experienced domestic abuse in a relationship, one third of them were abused by a man. Almost half of all gay and bisexual men have experienced at least one incident of domestic abuse from either a family member or a partner since the age of 16.</li> <li>Research shows LGBT people face widespread discrimination in healthcare settings and one in seven LGBT people avoid seeking healthcare for fear of discrimination from staff</li> <li>The Stonewall <a href="#">LGBT in Britain - Health Report</a> shows LGBT people are at greater risk of marginalisation during health crises, and those with multiple marginalised identities can struggle even more. In communications we should signpost and refer where possible to mutual aid and community support networks<sup>2</sup>.</li> <li>Research has shown that LGBT people are more likely to be living with long-term health conditions, are more likely to smoke, and have higher rates of drug and alcohol use.</li> <li>Half of LGBT people experienced depression in the last year</li> <li>14% of LGBT people have avoided treatment for fear of discrimination because they are LGBT.</li> </ul> |
| Mitigations:                 | See general comments above  |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>The Equality Act 2010 applies to those who are pregnant or have given birth in the past 26 weeks, as well as making provisions to protect the rights of breastfeeding mothers.</li> <li>Around 80% of women will give birth and many women will also experience termination, miscarriage and stillbirth</li> <li>In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes)</li> <li>Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements</li> <li>Black, Asian and Minority Ethnic women more likely to experience complications at birth</li> </ul>  |
| Mitigations:                 | See general comments above  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>As sexual orientation above Transgender people are statistically more vulnerable to verbal and physical abuse. Transgender people regularly face</li> </ul>  |

|                           |   |
|---------------------------|---|
|                           | <p>prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.</p> <ul style="list-style-type: none"> <li>1 in 8 Trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were Trans</li> </ul>  |
| <b>Mitigations:</b>       | See general comments above  |
| <b>Race</b>               | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| <b>Potential impacts:</b> | <ul style="list-style-type: none"> <li>Proposed workforce changes will have a disproportionate impact on Black/Black British and Mixed Ethnicity workers due to their high representation in the affected team</li> <li>Black, Asian and minority ethnic people are disproportionately impacted by COVID-19</li> <li>Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people<sup>2</sup>.</li> <li>In the last census (2011) 16% of the population belonged to a Black, Asian or minority ethnic group and this is likely to be higher now.</li> <li>The top three countries of birth outside UK for Bristol residents are Poland, Somalia and India.</li> <li>Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people.</li> <li>Bangladeshi, Pakistani, and Black ethnic groups are more likely to live in deprived neighbourhoods; and the same groups and Chinese ethnicities are about twice as likely to live on a low income and experience child poverty compared to White groups</li> <li>Black, Asian and minority ethnic households are less likely to own their home and more likely to living in overcrowded housing and intergenerational households. Bangladeshi and Pakistani groups are more likely to live in multi-family households.</li> <li>Black people in the UK are less likely to hold a driving licence and more likely to rely on public transport.</li> <li>Black Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they want to</li> <li>Black African young people are disadvantaged in education compared to their White peers<sup>8</sup>. A disproportionately high percentage of Bristol school pupils from Black, Asian and minority ethnic backgrounds are excluded from school and In Bristol pupils with the lowest 'Attainment 8' scores are from Black ethnic background (highest from Chinese ethnic background.)</li> <li>Organisations may lack cultural competence because Black, Asian and minority staff are under- represented.</li> <li>People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.</li> <li>Black Asian and minority ethnic groups are more likely to be self-employed than the Bristol average and over-represented in low income self-employment including taxis, takeaway restaurants</li> <li>Black Asian and minority ethnic people are underrepresented in political and civic leadership.</li> <li>People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul> |
| <b>Mitigations:</b>       | See general comments above  |
| <b>Religion or Belief</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>   |

<sup>2</sup> CoDE Briefing Bristol v2.pdf (runnymedetrust.org)

|  |   |
|--|---|
| Potential impacts:   | <ul style="list-style-type: none"> <li>• There are at least 45 religions represented in Bristol. Approximately 1 in 20 people in Bristol are Muslims, and Islam is the second religion in Bristol after Christianity</li> <li>• Budget proposals should take into account differing needs because of people's religion and belief (for example different requirements around diet, life events, and holidays)</li> <li>• Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required.</li> </ul>   |
| Mitigations:   | See general comments above  |
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   |   |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |   |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   | <ul style="list-style-type: none"> <li>• Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>• In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>• 9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (<u>BEIS, 2020</u>)</li> <li>• 4.2% of households have experienced moderate to severe food insecurity, rising to 13% in the most deprived areas of the city (QoL 2020-21)</li> <li>• 25% of people in Bristol are dissatisfied with the way the Council runs things, but this is 43% for people living in the most deprived areas of the city (QoL 2020-21).</li> <li>• The inequalities gap in life expectancy between the most and least deprived areas in Bristol is 9.6 years for men and 7.2 years for women.</li> </ul> |
| Mitigations:   | See general comments above  |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | <ul style="list-style-type: none"> <li>• Being a carer can be a huge barrier to accessing services and maintaining employment</li> <li>• We need to consider the timing/availability of services, events etc. to allow flexibility for carers.</li> <li>• As with Disability and Pregnancy and Maternity – policies which aim to restrict driving or parking can have a disproportionate impact on people who are reliant on having their own transport.</li> <li>• Studies show around 65% of adults have provided unpaid care for a loved one.</li> <li>• Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> <li>• Young carers are often hidden and may not recognise themselves as carers_</li> </ul>   |
| Mitigations:   | See general comments above  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |   |
| Potential impacts:   |   |
| Mitigations:   |   |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

We will ensure that any future selected strategic partner is able to demonstrate a high standard of commitment to the principles of equality, diversity and inclusion to maximise benefits for service users.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

**Summary of significant negative impacts and how they can be mitigated or justified:**

No significant impact identified for service users. Although TUPE arrangements would apply there may be a risk of future disruption and possible redundancy which would have a disproportionate impact on female, Black/British and Mixed Ethnicity employees as they are overrepresented as employees in the affected team.

**Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:**

If progressed to a larger org with wider geographical footprint there might be more efficiencies for "move-on" opportunities (ensuring people find independent living quicker).

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required   | Responsible Officer | Timescale                  |
|---|---------------------|----------------------------|
| Not currently a project: Would look to produce a Mandate if this work would be taken forward. | Jayne Clifford      | Dependent if taken forward |
|   |                     |                            |

### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Unknown until project were to be taken forward.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities



impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>3</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Stephen Beet – Director: Adult Social Care |
| Date: 22/12/2021   | Date: 22.12.2021  |

---

<sup>3</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



|   |  |
|---|--|
| Title: Budget Proposal - Shared Lives                     |  |
| <input checked="" type="checkbox"/> Budget Proposal ASC13 | <input checked="" type="checkbox"/> Changing |
| Directorate: People                                       | Lead Officer name: Jayne Clifford            |
| Service Area: ADULT SOCIAL CARE                           | Lead Officer role: Head of Service           |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

#### This proposal:

- Shared living arrangements for adults with learning difficulties. Currently administered and CQC registered within house team of 6 people. Proposal to consider options for the service to administered by an external partner. E.g. “Shared Lives Plus” – nationwide organisation. This is how many other LGAs perform this function.
- Potential savings due to economies of scale and reduction in council staffing.
- No project underway – no funding available to perform this project at this time.

### 1.2 Who will the proposal have the potential to affect?

|   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Bristol City Council workforce  | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services  | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:  |  |  |
| <ul style="list-style-type: none"> <li>• 6 people in workforce.</li> <li>• No effect on Service users as the service will not change other than be managed by a different organisation.</li> <li>• Carers would still perform the service, just contacting another org for payment fees and instruction.</li> </ul> |  |  |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If ‘Yes’ complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|  |                                    |                 |
|--|------------------------------------|-----------------|
| <input checked="" type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> | [please select] |
|--|------------------------------------|-----------------|

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically

active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| <b>Data / Evidence Source</b><br>[Include a reference where known]   | <b>Summary of what this tells us</b>  |
|--|---|
| <a href="#">Census 2011</a> and <a href="#">Census 2021</a><br><a href="#">2011 Census Key Statistics About Equalities Communities</a> | The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)   |
| <a href="#">The population of Bristol</a>  | Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.   |
| <a href="#">New wards: data profiles</a><br><a href="#">Ward Profiles - Power BI tool</a>  | The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.   |
| <a href="#">Bristol Quality of Life survey 2020/21 final report</a><br><a href="#">Quality of Life 2020-21 — Open Data Bristol</a>     | <p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online &amp; paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.</p> <p>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation.</p>   |
| <a href="#">Citizens' Assembly</a>   | The citizens' assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.  |
| <a href="#">Joint Strategic Needs Assessment (JSNA)</a>  | The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery. |
| <a href="#">Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk)</a> December 2021                   | Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19 on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting 'take homes'. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences.   |
| <a href="#">HR Analytics: Power BI reports (sharepoint.com)</a> [internal link only]   | The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and  |

|  |  |
|--|--|
| <p><u>Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB)</u> Appendix – Workforce Diversity Data – summary analysis</p>                                  | <p>External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).</p> <p>In the Reablement and Intermediate Care Team overall there is an overrepresentation of Female (85.8%), Black/Black British and Mixed Ethnicity employees.</p>   |
| <p><u>Designing a new social reality - Research on the impact of covid-19 on Bristol's VCSE sector and what the future should be – Black South West Network 2020</u></p> | <p>Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.</p> |
| <p><b>Additional comments:</b></p>   |  |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation. We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know

we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices.”

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

If proposal were to go ahead we will undertake further engagement with:

- Staff
- Shared Lives Carers
- Shared Lives Service Users
- CCG
- Other charitable orgs.
- Learning difficulties partnership board
- Equalities forums.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the ‘Action Plan’ Section 4.2 below.

**GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

<sup>1</sup> Bristol judgment clarifies Councils’ Budget consultation duties – The Consultation Institute

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

Because the underlying reasons for the Council’s budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people’s needs will still be met by other / external provision if we reduce or decommission our existing services.

Where budget proposals are likely to impact on our workforce we will follow the ‘Management of Change’ guidance for internal consultation and seek advice from diversity consultants in the Equality and Inclusion Team to mitigate risks of discrimination. For proposals which are likely to impact external workforce teams e.g. in commissioned services, we will consider any likely disproportionate impacts of TUPE transfer arrangements etc.

Where proposals relate to changing work locations or conditions we will also consider the impact on those who may be more reliant on car parking or public transport; provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; and promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities and those from faith groups etc.

As there is evidence showing that lack of equity in funding and procurement has eroded the local voluntary and community sector, we need to consider the extent to which any proposed reductions in budgets for commissioned services, or proposals to increase income (e.g. by reducing subsidies or charging more commercial rates for premises and services) may have a disproportionate impact on smaller organisations which are led by and/or support local equalities communities.

We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics ,which we have taken into account in making this budget proposal (detailed below).

**PROTECTED CHARACTERISTICS**

|                          |  |
|--------------------------|--|
| <b>Age: Young People</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:       |  |
| Mitigations:             | See general comments above   |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Older people in Bristol are: <ul style="list-style-type: none"> <li>○ Less likely to be comfortable using digital services</li> <li>○ more reliant on public and community transport</li> <li>○ more likely to be an unpaid carer</li> <li>○ more likely to help out or volunteer in their community</li> <li>○ less likely to have formal qualifications</li> </ul> </li> <li>• Bristol Ageing Better says at least 11,000 older people are experiencing isolation in the city.</li> <li>• We must factor aging and the needs of older people into long term budgeting and service design</li> </ul> |
| Mitigations:             | See general comments above   |
| <b>Disability</b>        | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• The cohort of service users includes those with learning difficulties and/or autism – although we do not anticipate any reduction in service we need to ensure that any changes are managed sensitively with inclusive and accessible communication throughout</li> <li>• 17% of Bristol’s population are disabled. There are more disabled women than men living in Bristol.</li> <li>• The UK Disability pay gap is 20% (2020)</li> </ul>   |

|                    |  |
|--------------------|--|
|                    | <ul style="list-style-type: none"> <li>• There is a disproportionate impact of COVID-19 on disabled people <u>The lived experience of disabled people during the COVID-19 pandemic - GOV.UK (www.gov.uk)</u></li> <li>• Disabled people are less likely to be employed in a managerial or professional occupation</li> <li>• 22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population, and are more likely to work part time.</li> <li>• Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>• Disabled people on average have lower qualification levels than the population as a whole.</li> <li>• A higher proportion of disabled people rent from a social provider (local authority or housing association)</li> <li>• Disabled people have lower car ownership levels</li> <li>• Disabled people experience higher rates of hate crime and domestic abuse compared to the general population</li> <li>• Disabled people should be empowered to make independent living choices and have a say in access to service provision.</li> <li>• Budget setting needs to provide sufficient resource and flexibility to meet our legal duty to make anticipatory and responsive reasonable adjustments for disabled people including: <ul style="list-style-type: none"> <li>○ changing the way things are done e.g. opening / working times;</li> <li>○ changes to overcome barriers created by the physical features of premises.</li> <li>○ providing auxiliary aids e.g. extra equipment or a different or additional service.</li> <li>○ is 'anticipatory' so we must think in advance and ongoing about what disabled people might reasonably need.</li> </ul> </li> <li>• Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> </ul> |
| Mitigations:       | See general comments above   |
| <b>Sex</b>         | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts: | <ul style="list-style-type: none"> <li>• Proposed workforce changes will have a disproportionate impact on female workers due to their high representation in the affected team</li> <li>• Nationally the gender pay gap was 15.5% in 2020. This shows the relative pay gap between female and male employees and how the balance of pay is distributed in an organisation irrespective of equal pay for job roles.</li> <li>• Women still bear the majority of caring responsibilities for both children and older relatives.</li> <li>• Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership.</li> <li>• Services and workplace requirements may not take into consideration the impact of women's reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.</li> <li>• Young women between the ages of 16 and 24 have higher risk of common mental health problems and higher rates of self-harm and post-traumatic stress disorder etc.</li> <li>• Bristol female preventable mortality rates are significantly higher than the England rates</li> </ul>   |



|                              |   |
|------------------------------|---|
|                              | <ul style="list-style-type: none"> <li>Nationally 27% of women experience domestic abuse in their lifetimes. The rate of recorded domestic abuse incidents in Bristol has shown a significant rise over the last two years and 74% of victims were female.</li> <li>Men and boy's health is in general poorer than that of women and girl's</li> <li>Male life expectancy at birth in Bristol is around four years less than for females.</li> <li>On average men in Bristol live 18 years in poor health, women live 22 years in poor health</li> <li>A higher proportion of boys have physical impairments and more boys than girls have diagnosed mental health disorders and learning difficulties.</li> <li>Men in Bristol are more likely than women to have unhealthy lifestyle behaviours including being overweight and obese, smoking, alcohol and substance misuse</li> <li>There are differences between men and women in health practices and the way they use health services</li> <li>Men are three times more likely than women to take their own lives.</li> </ul>   |
| Mitigations:                 | See general comments above  |
| <b>Sexual orientation</b>    | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse</li> <li>1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT.</li> <li>More than a third of LGBT staff have hidden or disguised that they're LGBT at work in the last year because they were afraid of discrimination.</li> <li>1 in 10 Black, Asian and Minority Ethnic LGBT staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBT staff</li> <li>One in four lesbian and bisexual women have experienced domestic abuse in a relationship, one third of them were abused by a man. Almost half of all gay and bisexual men have experienced at least one incident of domestic abuse from either a family member or a partner since the age of 16.</li> <li>Research shows LGBT people face widespread discrimination in healthcare settings and one in seven LGBT people avoid seeking healthcare for fear of discrimination from staff</li> <li>The Stonewall <a href="#">LGBT in Britain - Health Report</a> shows LGBT people are at greater risk of marginalisation during health crises, and those with multiple marginalised identities can struggle even more. In communications we should signpost and refer where possible to mutual aid and community support networks<sup>2</sup>.</li> <li>Research has shown that LGBT people are more likely to be living with long-term health conditions, are more likely to smoke, and have higher rates of drug and alcohol use.</li> <li>Half of LGBT people experienced depression in the last year</li> <li>14% of LGBT people have avoided treatment for fear of discrimination because they are LGBT.</li> </ul> |
| Mitigations:                 | See general comments above  |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>The Equality Act 2010 applies to those who are pregnant or have given birth in the past 26 weeks, as well as making provisions to protect the rights of breastfeeding mothers.</li> <li>Around 80% of women will give birth and many women will also experience termination, miscarriage and stillbirth</li> <li>In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes)</li> </ul>  |

|                            |   |
|----------------------------|---|
|                            | <ul style="list-style-type: none"> <li>• Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements</li> <li>• Black, Asian and Minority Ethnic women more likely to experience complications at birth</li> </ul>  |
| Mitigations:               | See general comments above  |
| <b>Gender reassignment</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:         | <ul style="list-style-type: none"> <li>• As sexual orientation above Transgender people are statistically more vulnerable to verbal and physical abuse. Transgender people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.</li> <li>• 1 in 8 Trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were Trans</li> </ul>   |
| Mitigations:               | See general comments above  |
| <b>Race</b>                | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:         | <ul style="list-style-type: none"> <li>• Proposed workforce changes will have a disproportionate impact on Black/Black British and Mixed Ethnicity workers due to their high representation in the affected team</li> <li>• Black, Asian and minority ethnic people are disproportionately impacted by COVID-19</li> <li>• Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people<sup>2</sup>.</li> <li>• In the last census (2011) 16% of the population belonged to a Black, Asian or minority ethnic group and this is likely to be higher now.</li> <li>• The top three countries of birth outside UK for Bristol residents are Poland, Somalia and India.</li> <li>• Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people.</li> <li>• Bangladeshi, Pakistani, and Black ethnic groups are more likely to live in deprived neighbourhoods; and the same groups and Chinese ethnicities are about twice as likely to live on a low income and experience child poverty compared to White groups</li> <li>• Black, Asian and minority ethnic households are less likely to own their home and more likely to living in overcrowded housing and intergenerational households. Bangladeshi and Pakistani groups are more likely to live in multi-family households.</li> <li>• Black people in the UK are less likely to hold a driving licence and more likely to rely on public transport.</li> <li>• Black Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they want to</li> <li>• Black African young people are disadvantaged in education compared to their White peers<sup>8</sup>. A disproportionately high percentage of Bristol school pupils from Black, Asian and minority ethnic backgrounds are excluded from school and In Bristol pupils with the lowest 'Attainment 8' scores are from Black ethnic background (highest from Chinese ethnic background.)</li> <li>• Organisations may lack cultural competence because Black, Asian and minority staff are under- represented.</li> <li>• People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.</li> </ul> |

<sup>2</sup> CoDE Briefing Bristol v2.pdf ([runnymedetrust.org](http://runnymedetrust.org))

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>Black Asian and minority ethnic groups are more likely to be self-employed than the Bristol average and over-represented in low income self-employment including taxis, takeaway restaurants</li> <li>Black Asian and minority ethnic people are underrepresented in political and civic leadership.</li> <li>People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul>   |
| Mitigations:                            | See general comments above   |
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>There are at least 45 religions represented in Bristol. Approximately 1 in 20 people in Bristol are Muslims, and Islam is the second religion in Bristol after Christianity</li> <li>Budget proposals should take into account differing needs because of people's religion and belief (for example different requirements around diet, life events, and holidays)</li> <li>Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required.</li> </ul>  |
| Mitigations:                            | See general comments above   |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>   |  |
| <b>Socio-Economic (deprivation)</b>     | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (<a href="#">BEIS, 2020</a>)</li> <li>4.2% of households have experienced moderate to severe food insecurity, rising to 13% in the most deprived areas of the city (QoL 2020-21)</li> <li>25% of people in Bristol are dissatisfied with the way the Council runs things, but this is 43% for people living in the most deprived areas of the city (QoL 2020-21).</li> <li>The inequalities gap in life expectancy between the most and least deprived areas in Bristol is 9.6 years for men and 7.2 years for women.</li> </ul> |
| Mitigations:                            | See general comments above   |
| <b>Carers</b>                           | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>Being a carer can be a huge barrier to accessing services and maintaining employment</li> <li>We need to consider the timing/availability of services, events etc. to allow flexibility for carers.</li> <li>As with Disability and Pregnancy and Maternity – policies which aim to restrict driving or parking can have a disproportionate impact on people who are reliant on having their own transport.</li> <li>Studies show around 65% of adults have provided unpaid care for a loved one.</li> <li>Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> <li>Young carers are often hidden and may not recognise themselves as carers.</li> </ul>  |

|  |                            |
|--|----------------------------|
| Mitigations:   | See general comments above |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |                            |
| Potential impacts:   |                            |
| Mitigations:   |                            |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

We will ensure that any future delivery partner is able to demonstrate a high standard of commitment to the principles of equality, diversity and inclusion to maximise benefits for service users.

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required   | Responsible Officer | Timescale                  |
|---|---------------------|----------------------------|
| Not currently a project: Would look to produce a Mandate if this work would be taken forward. | Jayne Clifford      | Dependent if taken forward |
|   |                     |                            |
|   |                     |                            |

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

**Summary of significant negative impacts and how they can be mitigated or justified:**

No significant impact identified for service users. Although TUPE arrangements would apply there may be a risk of future disruption and possible redundancy which would have a disproportionate impact on female, Black/British and Mixed Ethnicity employees as they are overrepresented as employees in the affected team.

**Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:**

If progressed to a larger organisation there may be more opportunities for inclusive good practice and efficiencies

### 4.2 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Unknown until project were to be taken forward.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>3</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Stephen Beet – Director: Adult Social Care |
| Date: 22/12/2021   | Date: 22.12.2021  |

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<sup>3</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |   |
|--|---|
| Title: Budget Proposal<br>Secure reduction in spend through incremental gains in commissioning contracts by driving out value. |   |
| <input checked="" type="checkbox"/> Budget Proposal CF1  | <input checked="" type="checkbox"/> Changing        |
| Directorate: People  | Lead Officer name: Gail Rogers                      |
| Service Area: Children, Families and Safer Communities   | Lead Officer role: Head of Children's Commissioning |



The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

## 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal:**

The council will work closely with providers of commissioned services to children and young people to improve efficiencies and achieve incremental gains across a number of contracts. This should not impact children and young people’s outcomes or experience. It will focus on specific areas of higher spending and will require a review of all commissioned arrangements.

**1.2 Who will the proposal have the potential to affect?**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce   | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input checked="" type="checkbox"/> Commissioned services | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                      |  |  |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If ‘Yes’ complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

**2.1 What data or evidence is there which tells us who is, or could be affected?**

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known]  | Summary of what this tells us   |
|--|---|
| <u>Census 2011 and Census 2021</u><br><br><u>2011 Census Key Statistics About Equalities Communities</u>             | The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)   |
| <u>The population of Bristol</u>   | Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.   |
| <u>New wards: data profiles</u><br><br><u>Ward Profiles - Power BI tool</u>  | The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.   |
| <u>Bristol Quality of Life survey 2020/21 final report</u><br><br><u>Quality of Life 2020-21 — Open Data Bristol</u> | <p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online &amp; paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.</p> <p>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation.</p>   |
| <u>Citizens' Assembly</u>  | The citizens' assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.  |
| <u>Joint Strategic Needs Assessment (JSNA)</u>   | The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery. |
| <u>Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk) December 2021</u>          | Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19  |



|  |   |
|--|---|
|  | <p>on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting ‘take homes’. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences.</p> |
| <p><a href="#">HR Analytics: Power BI reports (sharepoint.com)</a><br/>[internal link only]</p> <p><a href="#">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB)</a> Appendix – Workforce Diversity Data – summary analysis</p> | <p>The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).</p>  |
| <p><a href="#">Designing a new social reality - Research on the impact of covid-19 on Bristol’s VCSE sector and what the future should be – Black South West Network 2020</a></p>  | <p>Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.</p>  |
| <p>Various sources e.g.<br/><a href="#">Statistics: looked-after children - GOV.UK (www.gov.uk)</a><br/><a href="#">Children and young people JSNA - bristol.gov.uk</a><br/>Children's Social Care System Software (LCS)</p>                     | <p>Specific data published is published in relation to children in Bristol and specifically children in need of help and protection, children in care and care leavers. This is used for all relevant proposals and to inform this high-level and subsequent specific equality impact assessments that may be required at a later stage.</p>  |
| <p><b>Additional comments:</b></p>   |   |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without

the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation. We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

We develop our commissioning plans, based on an analysis of the data and in partnership with those who will receive the service being commissioned or who have past experience of those services/ We will continue to do so and, in delivering the proposed savings set out here, we will work closely with providers to achieve the incremental gains we anticipate.

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or

mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### **GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

Whilst we have not identified any significant negative impact from the savings proposal at this stage we are aware that children and young people, including those who are disabled, and/or children in care, unaccompanied children and care leavers will be disproportionately impacted as they are the affected service users. The review of contracts will be undertaken with the intention of driving incremental gains and achieve efficiencies. Whilst no reduction in services is intended, if our efficiency moves indicate any future reduction in service in any area, this will be subject to further full and ongoing equalities impact assessment.

Our aim to review services and improve efficiency, align payments and make savings in commissioned services for children and young people may carry a potential risk of limiting the market to larger providers who can offer economy of scale, or reduce providers' capacity to provide accessible and flexible services because they have less funding. This risk can be managed and mitigated by ensuring that service specifications have an explicit equality and inclusion focus, and through co-production with children and young people, families, and relevant equalities stakeholders. If we get this wrong, our proposals will disproportionately impact children and young people. The impact will be amplified in vulnerable or more deprived communities where disadvantage already disproportionately impacts outcomes.

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

Because the underlying reasons for the Council's budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people's needs will still be met by other / external provision if we reduce or decommission our existing services.

For proposals which are likely to impact external workforce teams e.g. in commissioned services, we will consider any likely disproportionate impacts of TUPE transfer arrangements etc.

As there is evidence showing that lack of equity in funding and procurement has eroded the local voluntary and community sector, we need to consider the extent to which any proposed reductions in budgets for commissioned services, or proposals to increase income (e.g. by reducing subsidies or charging more commercial rates for

<sup>1</sup> [Bristol judgment clarifies Councils' Budget consultation duties — The Consultation Institute](#)

premises and services) may have a disproportionate impact on smaller organisations which are led by and/or support local equalities communities.

We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics ,which we have taken into account in making this budget proposal (detailed below).

**PROTECTED CHARACTERISTICS**

|                          |  |
|--------------------------|--|
| <b>Age: Young People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Young people are often under-represented in engagement and consultation and in Bristol are less satisfied than average with the way the council runs things.</li> <li>• Children and young people in Bristol are considerably more ethnically diverse than the overall population of Bristol.</li> <li>• Children and young people from the most deprived areas of Bristol have the poorest outcomes in health and education in terms of health, education and future employment etc.</li> <li>• Young people in Bristol are more likely to: <ul style="list-style-type: none"> <li>○ have poor emotional health and wellbeing</li> <li>○ find inaccessible public transport prevents them from leaving their home when they want to</li> <li>○ 6.8% of 16-17 year olds (2020/21) were “not in education, employment or training” (NEET)</li> </ul> </li> <li>• Young adults are most likely to have lost work or seen their income drop because of COVID-19</li> </ul>   |
| Mitigations:             | See general comments above. Our approach is designed to reduce impact on the end user by driving efficiencies with commissioned providers.   |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:       | •  |
| Mitigations:             |  |
| <b>Disability</b>        | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• 17% of Bristol’s population are disabled. There are more disabled women than men living in Bristol.</li> <li>• The UK Disability pay gap is 20% (2020)</li> <li>• There is a disproportionate impact of COVID-19 on disabled people <u>The lived experience of disabled people during the COVID-19 pandemic - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>)</u></li> <li>• Disabled people are less likely to be employed in a managerial or professional occupation</li> <li>• 22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population, and are more likely to work part time.</li> <li>• Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>• Disabled people on average have lower qualification levels than the population as a whole.</li> <li>• A higher proportion of disabled people rent from a social provider (local authority or housing association)</li> <li>• Disabled people have lower car ownership levels</li> <li>• Disabled people experience higher rates of hate crime and domestic abuse compared to the general population</li> <li>• Disabled people should be empowered to make independent living choices and a have a say in access to service provision.</li> <li>• Budget setting needs to provide sufficient resource and flexibility to meet our legal duty to make anticipatory and responsive reasonable adjustments for disabled people including: <ul style="list-style-type: none"> <li>○ changing the way things are done e.g. opening / working times;</li> </ul> </li> </ul> |

|                           |   |
|---------------------------|---|
|                           | <ul style="list-style-type: none"> <li>○ changes to overcome barriers created by the physical features of premises.</li> <li>○ providing auxiliary aids e.g. extra equipment or a different or additional service.</li> <li>○ is 'anticipatory' so we must think in advance and ongoing about what disabled people might reasonably need.</li> <li>● Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> </ul>  |
| Mitigations:              | See general comments above. If we get this wrong, disabled children and young people and those with special educational needs will be disproportionately impacted as children and families in this group are overrepresented in poorer and more vulnerable communities.   |
| <b>Sex</b>                | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:        | <ul style="list-style-type: none"> <li>● Nationally the gender pay gap was 15.5% in 2020. This shows the relative pay gap between female and male employees and how the balance of pay is distributed in an organisation irrespective of equal pay for job roles.</li> <li>● Women still bear the majority of caring responsibilities for both children and older relatives.</li> <li>● Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership.</li> <li>● Services and workplace requirements may not take into consideration the impact of women's reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.</li> <li>● Young women between the ages of 16 and 24 have higher risk of common mental health problems and higher rates of self-harm and post-traumatic stress disorder etc.</li> <li>● Bristol female preventable mortality rates are significantly higher than the England rates</li> <li>● Nationally 27% of women experience domestic abuse in their lifetimes. The rate of recorded domestic abuse incidents in Bristol has shown a significant rise over the last two years and 74% of victims were female.</li> <li>● Men and boy's health is in general poorer than that of women and girl's</li> <li>● Male life expectancy at birth in Bristol is around four years less than for females.</li> <li>● On average men in Bristol live 18 years in poor health, women live 22 years in poor health</li> <li>● A higher proportion of boys have physical impairments and more boys than girls have diagnosed mental health disorders and learning difficulties.</li> <li>● Men in Bristol are more likely than women to have unhealthy lifestyle behaviours including being overweight and obese, smoking, alcohol and substance misuse</li> <li>● There are differences between men and women in health practices and the way they use health services</li> <li>● Men are three times more likely than women to take their own lives.</li> </ul> |
| Mitigations:              | See general comments above<br><br>Our approach does not aim to impact the end recipient of the service however, if we get this wrong, those from disadvantaged communities and those in deprived communities and households will be disproportionately impacted as children and families' services are designed and commissioned to support these communities.  |
| <b>Sexual orientation</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:        | <ul style="list-style-type: none"> <li>● Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse</li> <li>● 1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target</li> </ul>  |

|                              |   |
|------------------------------|---|
|                              | <p>of negative comments or conduct from work colleagues in the last year because they're LGBT.</p> <ul style="list-style-type: none"> <li>• More than a third of LGBT staff have hidden or disguised that they're LGBT at work in the last year because they were afraid of discrimination.</li> <li>• 1 in 10 Black, Asian and Minority Ethnic LGBT staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBT staff</li> <li>• One in four lesbian and bisexual women have experienced domestic abuse in a relationship, one third of them were abused by a man. Almost half of all gay and bisexual men have experienced at least one incident of domestic abuse from either a family member or a partner since the age of 16.</li> <li>• Research shows LGBT people face widespread discrimination in healthcare settings and one in seven LGBT people avoid seeking healthcare for fear of discrimination from staff</li> <li>• The Stonewall <u>LGBT in Britain - Health Report</u> shows LGBT people are at greater risk of marginalisation during health crises, and those with multiple marginalised identities can struggle even more. In communications we should signpost and refer where possible to mutual aid and community support networks<sup>2</sup>.</li> <li>• Research has shown that LGBT people are more likely to be living with long-term health conditions, are more likely to smoke, and have higher rates of drug and alcohol use.</li> <li>• Half of LGBT people experienced depression in the last year</li> <li>• 14% of LGBT people have avoided treatment for fear of discrimination because they are LGBT.</li> </ul> |
| Mitigations:                 | <p>See general comments above</p> <p>Our approach does not aim to impact the end recipient of the service however, if we get this wrong, those from disadvantaged communities and those in deprived communities and households will be disproportionately impacted as children and families' services are designed and commissioned to support these communities.</p>   |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• The Equality Act 2010 applies to those who are pregnant or have given birth in the past 26 weeks, as well as making provisions to protect the rights of breastfeeding mothers.</li> <li>• Around 80% of women will give birth and many women will also experience termination, miscarriage and stillbirth</li> <li>• In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes)</li> <li>• Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements</li> <li>• Black, Asian and Minority Ethnic women more likely to experience complications at birth</li> </ul>  |
| Mitigations:                 | See general comments above  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• As sexual orientation above Transgender people are statistically more vulnerable to verbal and physical abuse. Transgender people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.</li> <li>• 1 in 8 Trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were Trans</li> </ul>   |
| Mitigations:                 | See general comments above  |

|                    |  |
|--------------------|--|
|                    | Our approach does not aim to impact the end recipient of the service however, if we get this wrong, those from disadvantaged communities and those in deprived communities and households will be disproportionately impacted as children and families' services are designed and commissioned to support these communities.   |
| <b>Race</b>        | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts: | <ul style="list-style-type: none"> <li>• Black, Asian and minority ethnic people are disproportionately impacted by COVID-19</li> <li>• Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people<sup>2</sup>.</li> <li>• In the last census (2011) 16% of the population belonged to a Black, Asian or minority ethnic group and this is likely to be higher now.</li> <li>• The top three countries of birth outside UK for Bristol residents are Poland, Somalia and India.</li> <li>• Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people.</li> <li>• Bangladeshi, Pakistani, and Black ethnic groups are more likely to live in deprived neighbourhoods; and the same groups and Chinese ethnicities are about twice as likely to live on a low income and experience child poverty compared to White groups</li> <li>• Black, Asian and minority ethnic households are less likely to own their home and more likely to living in overcrowded housing and intergenerational households. Bangladeshi and Pakistani groups are more likely to live in multi-family households.</li> <li>• Black people in the UK are less likely to hold a driving licence and more likely to rely on public transport.</li> <li>• Black Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they want to</li> <li>• Black African young people are disadvantaged in education compared to their White peers<sup>8</sup>. A disproportionately high percentage of Bristol school pupils from Black, Asian and minority ethnic backgrounds are excluded from school and In Bristol pupils with the lowest 'Attainment 8' scores are from Black ethnic background (highest from Chinese ethnic background.)</li> <li>• Organisations may lack cultural competence because Black, Asian and minority staff are under- represented.</li> <li>• People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.</li> <li>• Black Asian and minority ethnic groups are more likely to be self-employed than the Bristol average and over-represented in low income self-employment including taxis, takeaway restaurants</li> <li>• Black Asian and minority ethnic people are underrepresented in political and civic leadership.</li> <li>• People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul> |
| Mitigations:       | See general comments above<br>Our approach does not aim to impact the end recipient of the service however, if we get this wrong, those from disadvantaged communities and those in deprived communities and households will be disproportionately impacted as children and families' services are designed and commissioned to support these communities.   |

<sup>2</sup> CoDE Briefing Bristol v2.pdf (runnymedetrust.org)

|   |  |
|---|--|
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• There are at least 45 religions represented in Bristol. Approximately 1 in 20 people in Bristol are Muslims, and Islam is the second religion in Bristol after Christianity</li> <li>• Budget proposals should take into account differing needs because of people's religion and belief (for example different requirements around diet, life events, and holidays)</li> <li>• Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required.</li> </ul>  |
| Mitigations:                            | Our approach does not aim to impact the end recipient of the service however, if we get this wrong, those from disadvantaged communities and those in deprived communities and households will be disproportionately impacted as children and families' services are designed and commissioned to support these communities.   |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>   |  |
| <b>Socio-Economic (deprivation)</b>     | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>• In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>• 9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (<a href="#">BEIS, 2020</a>)</li> <li>• 4.2% of households have experienced moderate to severe food insecurity, rising to 13% in the most deprived areas of the city (QoL 2020-21)</li> <li>• 25% of people in Bristol are dissatisfied with the way the Council runs things, but this is 43% for people living in the most deprived areas of the city (QoL 2020-21).</li> <li>• The inequalities gap in life expectancy between the most and least deprived areas in Bristol is 9.6 years for men and 7.2 years for women.</li> </ul> |
| Mitigations:                            | See general comments above.<br>Our approach does not aim to impact the end recipient of the service however, if we get this wrong, those from disadvantaged communities and those in deprived communities and households will be disproportionately impacted as children and families services are designed and commissioned to support these communities.   |
| <b>Carers</b>                           | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• Being a carer can be a huge barrier to accessing services and maintaining employment</li> <li>• We need to consider the timing/availability of services, events etc. to allow flexibility for carers.</li> <li>• As with Disability and Pregnancy and Maternity – policies which aim to restrict driving or parking can have a disproportionate impact on people who are reliant on having their own transport.</li> <li>• Studies show around 65% of adults have provided unpaid care for a loved one.</li> <li>• Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> </ul>   |



|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Young carers are often hidden and may not recognise themselves as carers_</li> </ul>  |
| Mitigations:   | <p>See general comments above</p> <p>Our approach does not aim to impact the end recipient of the service however, if we get this wrong, those from disadvantaged communities and those in deprived communities and households will be disproportionately impacted as children and families' services are designed and commissioned to support these communities.</p>  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   | <p>One of the areas of greatest spend in Children's Services is on homes for children in care, unaccompanied children and care leavers.</p> <p>These areas will be subject to commissioning review with the aim of seeking incremental gains that reduce cost.</p> <p>Any reduction in service delivery/availability in this area will adversely impact children and young people in these groups, however, as stated the proposal is to achieve savings by working with providers to achieve efficiencies.</p> <ul style="list-style-type: none"> <li>- There are currently 680 children in care for whom Bristol is the responsible local authority and 391 care leavers</li> <li>- This is a growing number, largely</li> <li>- Unaccompanied children</li> </ul> |
| Mitigations:   | <p>Our approach does not aim to impact the end recipient of the service however, if we get this wrong, those from disadvantaged communities and those in deprived communities and households will be disproportionately impacted as children and families' services are designed and commissioned to support these communities.</p>  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

By improving commissioning, we will deliver greater efficiencies and potentially enable more children and young people to be supported in the city with the right service delivered at the right time.

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

Delivery of proposals will be subject to a full and detailed EQIA where necessary  
 Delivery will be achieved in partnership with providers and will be designed to minimise any potential impact on services.

#### Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

This proposal does provide opportunity to propose more cost effective models of delivery across the services where they are indicated. Our communication with providers in relevant areas of service will improve and we will have the opportunity to develop the local market to meet need where this is indicated.

## 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required                            | Responsible Officer | Timescale |
|--|---------------------|-----------|
| Further Equality Impact Assessment of detailed proposals | Gail Rogers         | 2022-23   |
|  |                     |           |
|  |                     |           |

## 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Savings will be delivered  
More children and young people’s needs will be met locally through high quality, cost effective services that deliver value for money

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>3</sup>.

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Ann James – Director, Children and Families |
| Date: 24/12/2021   | Date: 24/12/2021   |

<sup>3</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



|   |  |
|---|--|
| Title: Budget Proposal - Review Early Help and Family Hub offer |  |
| <input checked="" type="checkbox"/> Budget Proposal – CF2       | <input checked="" type="checkbox"/> Changing   |
| Directorate: People   | Lead Officer name: Fiona Tudge/Ann James   |
| Service Area: Children, Families and Safer Communities          | Lead Officer role: Deputy Director/Director for Children, Families and Safer Communities |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal:**

Undertake a review of Early Help funding, operational activity and facilities to support our development of a Family Hub approach and integrated working in localities. This will include an assessment of other areas of funding and community capacity that can contribute in future to an integrated 'place based' approach, developing a service profile that makes best use of available assets across partner agencies.

**1.2 Who will the proposal have the potential to affect?**

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                             | <input checked="" type="checkbox"/> The wider community |
| <input checked="" type="checkbox"/> Commissioned services          | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments:   |   |   |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

**Step 2: What information do we have?**

**2.1 What data or evidence is there which tells us who is, or could be affected?**

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known]  | Summary of what this tells us  |
|--|--|
| <a href="#">Census 2011 and Census 2021</a><br><br><a href="#">2011 Census Key Statistics About Equalities Communities</a>             | <p>The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)</p>   |
| <a href="#">The population of Bristol</a>  | <p>Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.</p>   |
| <a href="#">New wards: data profiles</a><br><br><a href="#">Ward Profiles - Power BI tool</a>  | <p>The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.</p>   |
| <a href="#">Bristol Quality of Life survey 2020/21 final report</a><br><br><a href="#">Quality of Life 2020-21 — Open Data Bristol</a> | <p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online &amp; paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.</p> <p>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation.</p>  |
| <a href="#">Citizens' Assembly</a>   | <p>The citizens' assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.</p>  |
| <a href="#">Joint Strategic Needs Assessment (JSNA)</a>  | <p>The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.</p> |
| <a href="#">Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk) December 2021</a>                   | <p>Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19</p>  |

|  |  |
|--|--|
|  | on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting ‘take homes’. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences. |
| <a href="#">HR Analytics: Power BI reports (sharepoint.com)</a><br>[internal link only]<br><br><a href="#">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB)</a> Appendix – Workforce Diversity Data – summary analysis | The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).  |
| <a href="#">Designing a new social reality - Research on the impact of covid-19 on Bristol’s VCSE sector and what the future should be – Black South West Network 2020</a>   | Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.  |

**Additional comments:**

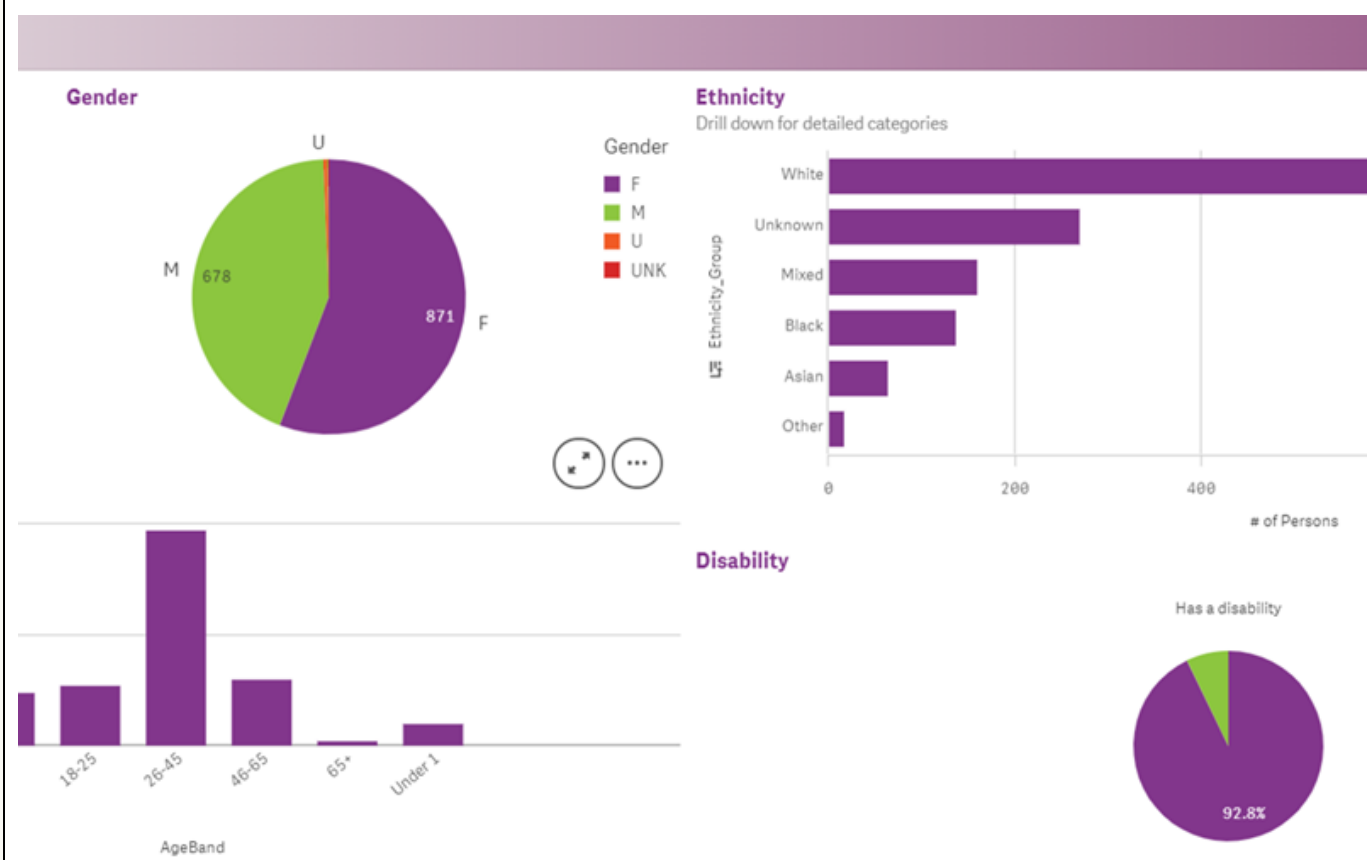
Data is published in relation to children and families in Bristol and specifically those involved in Early Help in any way. This is used for all relevant proposals and to inform this high-level and subsequent specific equality impact assessments that may be required at a later stage.

Below is information (snapshot data) about our current early help system. It shows the way in which our support is delivered and utilised – outcomes for the families supported have improved over the past two years show improvements across a range of measures (source Troubled Families outcomes):

| service / intervention      | currently open   |          |        | opened cases (families) - current year to date | opened cases (families) - last full year |
|-----------------------------|------------------|----------|--------|--|--|
|                             | Cases (families) | children | Adults |  |  |
| Family Support (FiF)        | 143              | 379      | 219    | 172  | 209                                      |
| Strengthening Families Team | 111              | 251      | 176    | 118  | 163                                      |
| Parenting                   | 4                | 9        | 7      | 6  | 25                                       |
| Social Work (FiF)           | 18               | 36       | 29     | 37   | 45                                       |

|                    |            |            |            |            |            |
|--------------------|------------|------------|------------|------------|------------|
| Children's Centres | 120        | 239        | 143        | 147        | 146        |
| Other              | 40         | 55         | 41         | 38         | 113        |
| <b>Total</b>       | <b>434</b> | <b>965</b> | <b>612</b> | <b>518</b> | <b>699</b> |

- “Short interventions” captures lighter touch provision of assistance and support delivered by children’s centres and families in focus teams, preventing the need for more intensive support. We have delivered short interventions to 593 families in the last year (year to 23 Dec 2021)
- Early Help includes our delivery of a range of evidence based parenting courses which support good outcomes for families.
- Our support to schools delivered through a team around the school model is also an important part of our early help system. In 2020/21, we held 157 team around school meetings regarding 663 children
- 4,940 home visits were undertaken to families to provide support in the last year (to end Nov 2021)



## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don’t have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn’t mean that you can’t complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation. We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

Throughout 2021-22 a multiagency working group has been developing plans for the delivery of a family hub approach that will see children's centres and other community assets that deliver for children and families as central to the community based delivery of the approach. Family hubs will form an important part of our developing early help offer and will sit alongside the council's multidisciplinary Families in Focus Teams.

Funding for Families in Focus comes largely from government Supporting Families (formerly Troubled Families funding) and has delivered a highly successful and transformational support to families who need targeted help to overcome multiple and complex disadvantage.

Early Help however, is about more than council services and includes partners who deliver Children's Health Services, School and Settings as well as the faith, voluntary and community sector. All are critical partners in the delivery of the city's Early Help offer.

The development of a Family Hub approach, as well as other policy developments such as Integrated Care Systems and Partnerships, provides an opportunity to review and improve early help – what we do and how we do it.

Additionally, throughout the pandemic we have seen partners come together differently, often stepping up to deliver more for vulnerable children. This is particularly true of our schools sector and faith communities, as well as the voluntary sector – we will continue to build this approach as we recover from the pandemic and face the



council's financial challenges.

This proposal will deliver savings by reviewing those gains, locking in alternative sources of funding and driving out efficiency through collocation where possible and beneficial. If this is not possible and funding cuts reduces frontline service delivery that cannot be mitigated, there will be a number of vulnerable children and families who will not be provided with the same level of support that they would be able to access today.

### Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

#### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)

Whilst we have not identified any significant negative impact from the savings proposal at this stage we are aware that children and families accessing Early Help services will be disproportionately impacted as they are the affected service users. The review of services will be undertaken with the intention of driving incremental gains and achieve efficiencies. Whilst no reduction in services is intended at this stage, if our efficiency moves indicate any future reduction in service in any area, this will be subject to further full and ongoing equalities impact assessment. However, the intent is to maximise partnership working, integration, collocation and collaboration as well as to maximise investment in early help from other sources in order to mitigate potential adverse impacts of the proposed saving.

These risks can be managed and mitigated by ensuring that service specifications have an explicit equality and inclusion focus. Mitigations will also include our work with partners to deliver better together and ensuring next steps are co-constructed with children, families, colleagues who will be impacted, partners and other stakeholders. and through co-production with children and young people, families, and relevant equalities stakeholders. If we get this wrong, our proposals will disproportionately impact children and young people. The impact will be amplified in vulnerable or more deprived communities where disadvantage already disproportionately impacts outcomes.

Our approach is designed to reduce impact on the end user by collaborating with partners to deliver better for less and by maximising sources of funding in the city – this may include use of Holiday Activity and Food Funds and other Government funding streams (the level of Supporting Families Funding for the City is not yet known), health funding to continue our multidisciplinary approach (rather than solely relying on council funding) and configuration of services as the Integrated Care System and Integrated Care Partnerships develop, maximising community assets, and engaging social value/corporate social responsibility in a One City Approach as set out in the Belonging Strategy.

Funding made available through the DfE 'Growing Up Well' fund will support us to develop an online Family Hubs/Early Help Offer that will better enable families to find out about early help in their area, to access the information and support they need at the earliest point. This will improve access and efficiency.

Any reduction in staffing that may be required to reach targets will be subject to Management of Change and formal consultation in line with City Council policies however, it is not anticipated that this will be required in order to achieve this saving. If it were, we will reduce roles that are not involved in the direct delivery of support to families and by utilising our vacancy management and succession planning policies.

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

Because the underlying reasons for the Council’s budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people’s needs will still be met by other / external provision if we reduce or decommission our existing services.

Where budget proposals are likely to impact on our workforce we will follow the ‘Management of Change’ guidance for internal consultation and seek advice from diversity consultants in the Equality and Inclusion Team to mitigate risks of discrimination. For proposals which are likely to impact external workforce teams e.g. in commissioned services, we will consider any likely disproportionate impacts of TUPE transfer arrangements etc.

Where proposals relate to changing work locations or conditions we will also consider the impact on those who may be more reliant on car parking or public transport; provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; and promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities and those from faith groups etc.

As there is evidence showing that lack of equity in funding and procurement has eroded the local voluntary and community sector, we need to consider the extent to which any proposed reductions in budgets for commissioned services, or proposals to increase income (e.g. by reducing subsidies or charging more commercial rates for premises and services) may have a disproportionate impact on smaller organisations which are led by and/or support local equalities communities.

We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics ,which we have taken into account in making this budget proposal (detailed below).

**PROTECTED CHARACTERISTICS**

|                          |   |
|--------------------------|---|
| <b>Age: Young People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Young people are often under-represented in engagement and consultation and in Bristol are less satisfied than average with the way the council runs things.</li> <li>• Children and young people in Bristol are considerably more ethnically diverse than the overall population of Bristol.</li> <li>• Children and young people from the most deprived areas of Bristol have the poorest outcomes in health and education in terms of health, education and future employment etc.</li> </ul> |

<sup>1</sup> Bristol judgment clarifies Councils’ Budget consultation duties — The Consultation Institute

|                          |   |
|--------------------------|---|
|                          | <ul style="list-style-type: none"> <li>• Young people in Bristol are more likely to: <ul style="list-style-type: none"> <li>○ have poor emotional health and wellbeing</li> <li>○ find inaccessible public transport prevents them from leaving their home when they want to</li> <li>○ 6.8% of 16-17 year olds (2020/21) were “not in education, employment or training” (NEET)</li> </ul> </li> <li>• Young adults are most likely to have lost work or seen their income drop because of COVID-19</li> </ul>   |
| Mitigations:             | See general comments above  |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Older people in Bristol are: <ul style="list-style-type: none"> <li>○ Less likely to be comfortable using digital services</li> <li>○ more reliant on public and community transport</li> <li>○ more likely to be an unpaid carer</li> <li>○ more likely to help out or volunteer in their community</li> <li>○ less likely to have formal qualifications</li> </ul> </li> <li>• Bristol Ageing Better says at least 11,000 older people are experiencing isolation in the city.</li> <li>• We must factor aging and the needs of older people into long term budgeting and service design</li> </ul>  |
| Mitigations:             | See general comments above  |
| <b>Disability</b>        | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• 17% of Bristol’s population are disabled. There are more disabled women than men living in Bristol.</li> <li>• The UK Disability pay gap is 20% (2020)</li> <li>• There is a disproportionate impact of COVID-19 on disabled people <a href="https://www.gov.uk/government/news/the-lived-experience-of-disabled-people-during-the-covid-19-pandemic">The lived experience of disabled people during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a></li> <li>• Disabled people are less likely to be employed in a managerial or professional occupation</li> <li>• 22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population, and are more likely to work part time.</li> <li>• Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>• Disabled people on average have lower qualification levels than the population as a whole.</li> <li>• A higher proportion of disabled people rent from a social provider (local authority or housing association)</li> <li>• Disabled people have lower car ownership levels</li> <li>• Disabled people experience higher rates of hate crime and domestic abuse compared to the general population</li> <li>• Disabled people should be empowered to make independent living choices and have a say in access to service provision.</li> <li>• Budget setting needs to provide sufficient resource and flexibility to meet our legal duty to make anticipatory and responsive reasonable adjustments for disabled people including: <ul style="list-style-type: none"> <li>○ changing the way things are done e.g. opening / working times;</li> <li>○ changes to overcome barriers created by the physical features of premises.</li> <li>○ providing auxiliary aids e.g. extra equipment or a different or additional service.</li> <li>○ is ‘anticipatory’ so we must think in advance and ongoing about what disabled people might reasonably need.</li> </ul> </li> <li>• Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the</li> </ul> |

|                           |   |
|---------------------------|---|
|                           | Equalities Act to ensure information is accessible to disabled employees and service users.   |
| Mitigations:              | See general comments above  |
| <b>Sex</b>                | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:        | <ul style="list-style-type: none"> <li>Nationally the gender pay gap was 15.5% in 2020. This shows the relative pay gap between female and male employees and how the balance of pay is distributed in an organisation irrespective of equal pay for job roles.</li> <li>Women still bear the majority of caring responsibilities for both children and older relatives.</li> <li>Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership.</li> <li>Services and workplace requirements may not take into consideration the impact of women's reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.</li> <li>Young women between the ages of 16 and 24 have higher risk of common mental health problems and higher rates of self-harm and post-traumatic stress disorder etc.</li> <li>Bristol female preventable mortality rates are significantly higher than the England rates</li> <li>Nationally 27% of women experience domestic abuse in their lifetimes. The rate of recorded domestic abuse incidents in Bristol has shown a significant rise over the last two years and 74% of victims were female.</li> <li>Men and boy's health is in general poorer than that of women and girl's</li> <li>Male life expectancy at birth in Bristol is around four years less than for females.</li> <li>On average men in Bristol live 18 years in poor health, women live 22 years in poor health</li> <li>A higher proportion of boys have physical impairments and more boys than girls have diagnosed mental health disorders and learning difficulties.</li> <li>Men in Bristol are more likely than women to have unhealthy lifestyle behaviours including being overweight and obese, smoking, alcohol and substance misuse</li> <li>There are differences between men and women in health practices and the way they use health services</li> <li>Men are three times more likely than women to take their own lives.</li> </ul> |
| Mitigations:              | See general comments above  |
| <b>Sexual orientation</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:        | <ul style="list-style-type: none"> <li>Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse</li> <li>1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT.</li> <li>More than a third of LGBT staff have hidden or disguised that they're LGBT at work in the last year because they were afraid of discrimination.</li> <li>1 in 10 Black, Asian and Minority Ethnic LGBT staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBT staff</li> <li>One in four lesbian and bisexual women have experienced domestic abuse in a relationship, one third of them were abused by a man. Almost half of all gay and bisexual men have experienced at least one incident of domestic abuse from either a family member or a partner since the age of 16.</li> <li>Research shows LGBT people face widespread discrimination in healthcare settings and one in seven LGBT people avoid seeking healthcare for fear of discrimination from staff</li> <li>The Stonewall <u>LGBT in Britain - Health Report</u> shows LGBT people are at greater risk of marginalisation during health crises, and those with multiple marginalised identities can struggle even more. In communications we should signpost and refer where possible to mutual aid and community support networks<sup>2</sup>.</li> </ul>   |

|                              |  |
|------------------------------|--|
|                              | <ul style="list-style-type: none"> <li>• Research has shown that LGBT people are more likely to be living with long-term health conditions, are more likely to smoke, and have higher rates of drug and alcohol use.</li> <li>• Half of LGBT people experienced depression in the last year</li> <li>• 14% of LGBT people have avoided treatment for fear of discrimination because they are LGBT.</li> </ul>  |
| Mitigations:                 | See general comments above   |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• The Equality Act 2010 applies to those who are pregnant or have given birth in the past 26 weeks, as well as making provisions to protect the rights of breastfeeding mothers.</li> <li>• Around 80% of women will give birth and many women will also experience termination, miscarriage and stillbirth</li> <li>• In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes)</li> <li>• Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements</li> <li>• Black, Asian and Minority Ethnic women more likely to experience complications at birth</li> </ul>   |
| Mitigations:                 | See general comments above   |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• As sexual orientation above Transgender people are statistically more vulnerable to verbal and physical abuse. Transgender people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.</li> <li>• 1 in 8 Trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were Trans</li> </ul>  |
| Mitigations:                 | See general comments above   |
| <b>Race</b>                  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• Black, Asian and minority ethnic people are disproportionately impacted by COVID-19</li> <li>• Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people<sup>2</sup>.</li> <li>• In the last census (2011) 16% of the population belonged to a Black, Asian or minority ethnic group and this is likely to be higher now.</li> <li>• The top three countries of birth outside UK for Bristol residents are Poland, Somalia and India.</li> <li>• Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people.</li> <li>• Bangladeshi, Pakistani, and Black ethnic groups are more likely to live in deprived neighbourhoods; and the same groups and Chinese ethnicities are about twice as likely to live on a low income and experience child poverty compared to White groups</li> <li>• Black, Asian and minority ethnic households are less likely to own their home and more likely to living in overcrowded housing and intergenerational households. Bangladeshi and Pakistani groups are more likely to live in multi-family households.</li> <li>• Black people in the UK are less likely to hold a driving licence and more likely to</li> </ul> |

<sup>2</sup> CoDE Briefing Bristol v2.pdf (runnymedetrust.org)

|   |   |
|---|---|
|   | <p>rely on public transport.</p> <ul style="list-style-type: none"> <li>• Black Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they want to</li> <li>• Black African young people are disadvantaged in education compared to their White peers<sup>8</sup>. A disproportionately high percentage of Bristol school pupils from Black, Asian and minority ethnic backgrounds are excluded from school and In Bristol pupils with the lowest 'Attainment 8' scores are from Black ethnic background (highest from Chinese ethnic background.)</li> <li>• Organisations may lack cultural competence because Black, Asian and minority staff are under- represented.</li> <li>• People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.</li> <li>• Black Asian and minority ethnic groups are more likely to be self-employed than the Bristol average and over-represented in low income self-employment including taxis, takeaway restaurants</li> <li>• Black Asian and minority ethnic people are underrepresented in political and civic leadership.</li> <li>• People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul> |
| Mitigations:                            | See general comments above  |
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• There are at least 45 religions represented in Bristol. Approximately 1 in 20 people in Bristol are Muslims, and Islam is the second religion in Bristol after Christianity</li> <li>• Budget proposals should take into account differing needs because of people's religion and belief (for example different requirements around diet, life events, and holidays)</li> <li>• Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required.</li> </ul>   |
| Mitigations:                            |   |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:                      | No impact   |
| Mitigations:                            |   |
| <b>OTHER RELEVANT CHARACTERISTICS</b>   |   |
| <b>Socio-Economic (deprivation)</b>     | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>• In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>• 9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (<a href="#">BEIS, 2020</a>)</li> <li>• 4.2% of households have experienced moderate to severe food insecurity, rising to 13% in the most deprived areas of the city (QoL 2020-21)</li> <li>• 25% of people in Bristol are dissatisfied with the way the Council runs things, but this is 43% for people living in the most deprived areas of the city (QoL 2020-21).</li> <li>• The inequalities gap in life expectancy between the most and least deprived areas in Bristol is 9.6 years for men and 7.2 years for women.</li> </ul>  |

|  |   |
|--|---|
| Mitigations:   | See general comments above  |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | <ul style="list-style-type: none"> <li>• Being a carer can be a huge barrier to accessing services and maintaining employment</li> <li>• We need to consider the timing/availability of services, events etc. to allow flexibility for carers.</li> <li>• As with Disability and Pregnancy and Maternity – policies which aim to restrict driving or parking can have a disproportionate impact on people who are reliant on having their own transport.</li> <li>• Studies show around 65% of adults have provided unpaid care for a loved one.</li> <li>• Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> <li>• Young carers are often hidden and may not recognise themselves as carers_</li> </ul> |
| Mitigations:   | See general comments above  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |   |
| Potential impacts:   | <ul style="list-style-type: none"> <li>- There are currently 680 children in care for whom Bristol is the responsible local authority and 391 care leavers</li> <li>- This is a growing number, largely due to increases of unaccompanied children (77 and 11% of cic population), teenagers and a reduced rate of exit from care during the pandemic</li> </ul>  |
| Mitigations:   | See general comments above  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The proposed savings will be achieved through the planned improvements as we develop our Family Hub approach with partners and further integrate our Early Help Services in each of our locality areas in a way that makes sense to families.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

Whilst we have not identified any significant negative impact from the savings proposal at this stage we are aware that children and families accessing Early Help services will be disproportionately impacted as they are the affected service users. Delivery of proposals will be subject to a full and detailed EQIA where necessary. Delivery will be achieved in partnership with Partners, families and other stakeholders.

Changes will be designed to improve integration and efficiency, maximise income and thereby achieve reductions with no or minimal impact for children and families.

**Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:**

This proposal does provide opportunity to propose more cost effective models of delivery across the services where they are indicated. Our communication with providers in relevant areas of service will improve and we will have the opportunity to develop the local market to meet need where this is indicated.

**4.2 Action Plan**

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required  | Responsible Officer     | Timescale |
|--|-------------------------|-----------|
| Improved data sharing and analysis will be achieved in 2022 through the regional Data Accelerator programme to ensure this saving is achieved with minimal impact for families | Fiona Tudge / Ann James | 2022-23   |
|  |                         |           |

**4.3 How will the impact of your proposal and actions be measured?**

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Savings will be delivered

At least the same number of children and young people’s needs will be met at the earliest point locally through high quality, cost effective services that deliver good outcomes and value for money

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>3</sup>.

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Ann James – Service Director, Children and Families |
| Date: 24/12/2021   | Date: 24/12/2021   |

<sup>3</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



# Equality Impact Assessment [version 2.9]



|  |  |
|--|--|
| Title: Budget Proposal - Reduction in contributions to the Keeping Bristol Safe Partnership in 2022-23 |  |
| <input checked="" type="checkbox"/> Budget Proposal CF3  | <input checked="" type="checkbox"/> Changing                     |
| Directorate: People  | Lead Officer name: Becky Lewis                                   |
| Service Area: Children, Families and Safer Communities   | Lead Officer role: Strategic Safeguarding and QA Service Manager |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

### This proposal:

Bristol City Council has statutory responsibilities under Children and Social Work Act 2017 and Working Together 2018 to ensure there are sufficient resources to deliver multi-agency safeguarding children arrangements. This duty is shared with Avon and Somerset Police and BNSSG Clinical Commissioning Group. Bristol City Council is the biggest contributor to these arrangements and funds contributing £153,345 a year of the total budget of £215,308. This budget part funds the functions of the Keeping Bristol Safe Partnership alongside funding from the Domestic Abuse Bill implementation; safeguarding adults and community safety.

One statutory responsibility of the multi-agency children's arrangements is the delivery of statutory reviews following serious incidents. The 2019 implementation of Working Together 2018 brought in greater flexibility to how reviewers are commissioned and undertaken. Prior to this reviews were often undertaken by two external authors joint working. Many of the reviews are now undertaken internally through the statutory rapid review process. Where full Child Safeguarding Practice Reviews are commissioned there is flexibility of methodology. These combined factors have led to a reduction in spend on statutory reviews.

It is not possible to predict year on year the number of serious incidents requiring Child Safeguarding Practice Reviews and the board carries forward a small pooled budget year on year to enable partners to meet the statutory duties. This proposal is for a one-year reduction of £30,000 and ongoing reduction of £10,000 in Bristol's contribution to the partnership to reflect the reduced demand in commissioning reviews.

### 1.2 Who will the proposal have the potential to affect?

|   |   |  |
|---|---|--|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users  | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |  |

Additional comments: This proposal will have no impact on the delivery of statutory reviews as this is a statutory requirement. Therefore there is no impact in this area. The proposal would limit the partnership's ability to redirect the funds into other projects but currently there are no intended projects aligned to this funding.

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

Yes       No      [please select]

There is no impact on service users or partners. In the current financial arrangements of the Board we will be able to meet our statutory duties. This proposal will align the budget to forecast spend.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities

impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Ann James – Director, Children and Families |
| Date: 23/12/2021   | Date: 24/12/2021   |

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<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



|   |  |
|---|--|
| Title: Review of Special Guardianship Order Arrangements  |  |
| <input checked="" type="checkbox"/> Budget Proposal CF6   | <input checked="" type="checkbox"/> Changing       |
| Directorate: People                                       | Lead Officer name: Ann James                       |
| Service Area: Children and Families and Safer Communities | Lead Officer role: Director of Children’s Services |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a large potential gap in our core budget next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal:**

The use of Special Guardianship Orders (SGO) offers children security, stability, and permanence, often within their birth family when they cannot live with their birth parents and adoption is not the right plan. Once a Special Guardianship Order is made the Special Guardian will be responsible for the child’s care until they are 18 and can make day to day decisions about the child’s life including their education and health without the need to consult their parents or the Local Authority. When a Special Guardianship Order is made the child is no longer considered a child in care and no longer requires a social worker. The use of Special Guardianship has grown significantly over the past 10 years, there are currently around 565 children being cared for by Special Guardians across the city, many of whom are very settled and are progressing with no input from social care.

Special Guardians can access support from the Council through the Special Guardianship Team and this can be through advice and training as well as financial support. Special Guardians can also access more specialist support for the children they care for via the Adoption Support Fund.

This proposal will review and seek to improve the arrangements and ensure that the service offer is aligned with the regulations and national guidance. Initial scoping has found that this review will see a more equitable support offer for this group of carers and release savings.

**1.2 Who will the proposal have the potential to affect?**

|   |  |   |
|---|--|---|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments:                                    |  |   |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If ‘Yes’ complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|  |                                    |                 |
|--|------------------------------------|-----------------|
| <input checked="" type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> | [please select] |
|--|------------------------------------|-----------------|

**Step 2: What information do we have?**

**2.1 What data or evidence is there which tells us who is, or could be affected?**

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success> .

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| <b>Data / Evidence Source</b><br>[Include a reference where known]   | <b>Summary of what this tells us</b>   |
|--|--|
| <a href="#">Census 2011</a> and <a href="#">Census 2021</a><br><br><a href="#">2011 Census Key Statistics About Equalities Communities</a> | The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)  |
| <a href="#">The population of Bristol</a>  | Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.  |
| <a href="#">New wards: data profiles</a><br><br><a href="#">Ward Profiles - Power BI tool</a>  | The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.  |
| <a href="#">Bristol Quality of Life survey 2020/21 final report</a><br><br><a href="#">Quality of Life 2020-21 — Open Data Bristol</a>     | The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online & paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.<br><br>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation. |
| <a href="#">Citizens' Assembly</a>   | The citizens' assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.   |
| <a href="#">Joint Strategic Needs Assessment (JSNA)</a>  | The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is  |

|  |   |
|--|---|
|  | used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.   |
| <a href="#">Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk)</a> December 2021   | Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19 on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting 'take homes'. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences. |
| <a href="#">HR Analytics: Power BI reports (sharepoint.com)</a><br>[internal link only]<br><br><a href="#">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB)</a> Appendix – Workforce Diversity Data – summary analysis | The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS)  |
| <a href="#">Designing a new social reality - Research on the impact of covid-19 on Bristol's VCSE sector and what the future should be – Black South West Network 2020</a>   | Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.   |
| SGO carer data   | Our data tells us that there is a higher proportion SGO carers who are female and over the age of 55.   |
| <b>Additional comments:</b>  |   |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

### 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation. We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

Data about Special Guardians is available in relation to gender, age and demographic in which they live.

### 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

### 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

We have not yet consulted on this with our Special Guardians – however we will do this in a meaningful way so that their feedback can inform the review prior to any implementation of changes, and in a sensitive way so as limit any worries or anxiety.



### Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

#### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

|  |   |
|--|---|
| <b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)  |   |
| <p>Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.</p> <p>Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.</p> <p>As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.</p> <p>Because the underlying reasons for the Council's budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people's needs will still be met by other / external provision if we reduce or decommission our existing services.</p> <p>We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics ,which we have taken into account in making this budget proposal (detailed below).</p> |   |
| <b>PROTECTED CHARACTERISTICS</b>   |   |
| <b>Age: Young People</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | <ul style="list-style-type: none"> <li>Children and Young people will be disproportionately affected because they are at the centre of Special Guardianship Order arrangements – however at this stage we do not anticipate negative impacts.</li> <li>Young people are often under-represented in engagement and consultation and in Bristol are less satisfied than average with the way the council runs things.</li> <li>Children and young people in Bristol are considerably more ethnically diverse than the overall population of Bristol.</li> </ul> |

|                          |  |
|--------------------------|--|
|                          | <ul style="list-style-type: none"> <li>• Children and young people from the most deprived areas of Bristol have the poorest outcomes in health and education in terms of health, education and future employment etc.</li> <li>• Young people in Bristol are more likely to: <ul style="list-style-type: none"> <li>○ have poor emotional health and wellbeing</li> <li>○ find inaccessible public transport prevents them from leaving their home when they want to</li> <li>○ 6.8% of 16-17 year olds (2020/21) were “not in education, employment or training” (NEET)</li> </ul> </li> <li>• Young adults are most likely to have lost work or seen their income drop because of COVID-19</li> </ul>  |
| Mitigations:             | See general comments above   |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Our data tells us that there is a higher proportion SGO carers who are over the age of 55.</li> <li>• Older people in Bristol are: <ul style="list-style-type: none"> <li>○ Less likely to be comfortable using digital services</li> <li>○ more reliant on public and community transport</li> <li>○ more likely to be an unpaid carer</li> <li>○ more likely to help out or volunteer in their community</li> <li>○ less likely to have formal qualifications</li> </ul> </li> <li>• Bristol Ageing Better says at least 11,000 older people are experiencing isolation in the city.</li> <li>• We must factor aging and the needs of older people into long term budgeting and service design</li> </ul>   |
| Mitigations:             | See general comments above   |
| <b>Disability</b>        | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• 17% of Bristol’s population are disabled. There are more disabled women than men living in Bristol.</li> <li>• The UK Disability pay gap is 20% (2020)</li> <li>• There is a disproportionate impact of COVID-19 on disabled people <u><a href="https://www.gov.uk/government/news/the-lived-experience-of-disabled-people-during-the-covid-19-pandemic">The lived experience of disabled people during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a></u></li> <li>• Disabled people are less likely to be employed in a managerial or professional occupation</li> <li>• 22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population, and are more likely to work part time.</li> <li>• Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>• Disabled people on average have lower qualification levels than the population as a whole.</li> <li>• A higher proportion of disabled people rent from a social provider (local authority or housing association)</li> <li>• Disabled people have lower car ownership levels</li> <li>• Disabled people experience higher rates of hate crime and domestic abuse compared to the general population</li> <li>• Disabled people should be empowered to make independent living choices and have a say in access to service provision.</li> <li>• Budget setting needs to provide sufficient resource and flexibility to meet our legal duty to make anticipatory and responsive reasonable adjustments for disabled people including: <ul style="list-style-type: none"> <li>○ changing the way things are done e.g. opening / working times;</li> <li>○ changes to overcome barriers created by the physical features of premises.</li> </ul> </li> </ul> |

|                           |  |
|---------------------------|--|
|                           | <ul style="list-style-type: none"> <li>○ providing auxiliary aids e.g. extra equipment or a different or additional service.</li> <li>○ is 'anticipatory' so we must think in advance and ongoing about what disabled people might reasonably need.</li> <li>● Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> </ul>   |
| Mitigations:              | See general comments above   |
| <b>Sex</b>                | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:        | <ul style="list-style-type: none"> <li>● Our data tells us that there is a higher proportion SGO carers who are women.</li> <li>● Nationally the gender pay gap was 15.5% in 2020. This shows the relative pay gap between female and male employees and how the balance of pay is distributed in an organisation irrespective of equal pay for job roles.</li> <li>● Women still bear the majority of caring responsibilities for both children and older relatives.</li> <li>● Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership.</li> <li>● Services and workplace requirements may not take into consideration the impact of women's reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.</li> <li>● Young women between the ages of 16 and 24 have higher risk of common mental health problems and higher rates of self-harm and post-traumatic stress disorder etc.</li> <li>● Bristol female preventable mortality rates are significantly higher than the England rates</li> <li>● Nationally 27% of women experience domestic abuse in their lifetimes. The rate of recorded domestic abuse incidents in Bristol has shown a significant rise over the last two years and 74% of victims were female.</li> <li>● Men and boy's health is in general poorer than that of women and girl's</li> <li>● Male life expectancy at birth in Bristol is around four years less than for females.</li> <li>● On average men in Bristol live 18 years in poor health, women live 22 years in poor health</li> <li>● A higher proportion of boys have physical impairments and more boys than girls have diagnosed mental health disorders and learning difficulties.</li> <li>● Men in Bristol are more likely than women to have unhealthy lifestyle behaviours including being overweight and obese, smoking, alcohol and substance misuse</li> <li>● There are differences between men and women in health practices and the way they use health services</li> <li>● Men are three times more likely than women to take their own lives.</li> </ul> |
| Mitigations:              | See general comments above   |
| <b>Sexual orientation</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:        | <ul style="list-style-type: none"> <li>● Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse</li> <li>● 1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT.</li> <li>● More than a third of LGBT staff have hidden or disguised that they're LGBT at work in the last year because they were afraid of discrimination.</li> <li>● 1 in 10 Black, Asian and Minority Ethnic LGBT staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBT staff</li> </ul>   |

|                              |   |
|------------------------------|---|
|                              | <ul style="list-style-type: none"> <li>• One in four lesbian and bisexual women have experienced domestic abuse in a relationship, one third of them were abused by a man. Almost half of all gay and bisexual men have experienced at least one incident of domestic abuse from either a family member or a partner since the age of 16.</li> <li>• Research shows LGBT people face widespread discrimination in healthcare settings and one in seven LGBT people avoid seeking healthcare for fear of discrimination from staff</li> <li>• The Stonewall <a href="#">LGBT in Britain - Health Report</a> shows LGBT people are at greater risk of marginalisation during health crises, and those with multiple marginalised identities can struggle even more. In communications we should signpost and refer where possible to mutual aid and community support networks<sup>2</sup>.</li> <li>• Research has shown that LGBT people are more likely to be living with long-term health conditions, are more likely to smoke, and have higher rates of drug and alcohol use.</li> <li>• Half of LGBT people experienced depression in the last year</li> <li>• 14% of LGBT people have avoided treatment for fear of discrimination because they are LGBT.</li> </ul> |
| Mitigations:                 | See general comments above  |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• The Equality Act 2010 applies to those who are pregnant or have given birth in the past 26 weeks, as well as making provisions to protect the rights of breastfeeding mothers.</li> <li>• Around 80% of women will give birth and many women will also experience termination, miscarriage and stillbirth</li> <li>• In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes)</li> <li>• Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements</li> <li>• Black, Asian and Minority Ethnic women more likely to experience complications at birth</li> </ul>  |
| Mitigations:                 | See general comments above  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• As sexual orientation above Transgender people are statistically more vulnerable to verbal and physical abuse. Transgender people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.</li> <li>• 1 in 8 Trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were Trans</li> </ul>   |
| Mitigations:                 | See general comments above  |
| <b>Race</b>                  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• Black, Asian and minority ethnic people are disproportionately impacted by COVID-19</li> <li>• Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people<sup>2</sup>.</li> <li>• In the last census (2011) 16% of the population belonged to a Black, Asian or minority ethnic group and this is likely to be higher now.</li> <li>• The top three countries of birth outside UK for Bristol residents are Poland, Somalia and India.</li> </ul>  |

<sup>2</sup> CoDE Briefing Bristol v2.pdf ([runnymedetrust.org](http://runnymedetrust.org))

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people.</li> <li>• Bangladeshi, Pakistani, and Black ethnic groups are more likely to live in deprived neighbourhoods; and the same groups and Chinese ethnicities are about twice as likely to live on a low income and experience child poverty compared to White groups</li> <li>• Black, Asian and minority ethnic households are less likely to own their home and more likely to living in overcrowded housing and intergenerational households. Bangladeshi and Pakistani groups are more likely to live in multi-family households.</li> <li>• Black people in the UK are less likely to hold a driving licence and more likely to rely on public transport.</li> <li>• Black Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they want to</li> <li>• Black African young people are disadvantaged in education compared to their White peers<sup>8</sup>. A disproportionately high percentage of Bristol school pupils from Black, Asian and minority ethnic backgrounds are excluded from school and In Bristol pupils with the lowest 'Attainment 8' scores are from Black ethnic background (highest from Chinese ethnic background.)</li> <li>• Organisations may lack cultural competence because Black, Asian and minority staff are under- represented.</li> <li>• People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.</li> <li>• Black Asian and minority ethnic groups are more likely to be self-employed than the Bristol average and over-represented in low income self-employment including taxis, takeaway restaurants</li> <li>• Black Asian and minority ethnic people are underrepresented in political and civic leadership.</li> <li>• People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul> |
| Mitigations:                            | See general comments above   |
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• There are at least 45 religions represented in Bristol. Approximately 1 in 20 people in Bristol are Muslims, and Islam is the second religion in Bristol after Christianity</li> <li>• Budget proposals should take into account differing needs because of people's religion and belief (for example different requirements around diet, life events, and holidays)</li> <li>• Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required.</li> </ul>  |
| Mitigations:                            | See general comments above   |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>   |  |
| <b>Socio-Economic (deprivation)</b>     | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• Special Guardians may be living in low income household and experiencing deprivation. As part of the review we will seek to improve the extent to which Special Guardians claim any benefits that they are eligible for.</li> </ul>   |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>• In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>• 9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (<u>BEIS, 2020</u>)</li> <li>• 4.2% of households have experienced moderate to severe food insecurity, rising to 13% in the most deprived areas of the city (QoL 2020-21)</li> <li>• 25% of people in Bristol are dissatisfied with the way the Council runs things, but this is 43% for people living in the most deprived areas of the city (QoL 2020-21).</li> <li>• The inequalities gap in life expectancy between the most and least deprived areas in Bristol is 9.6 years for men and 7.2 years for women.</li> </ul> |
| Mitigations:   | See general comments above  |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | <ul style="list-style-type: none"> <li>• Carers will be disproportionately affected by Special Guardianship Order arrangements – however at this stage we do not anticipate negative impacts.</li> <li>• Being a carer can be a huge barrier to accessing services and maintaining employment</li> <li>• We need to consider the timing/availability of services, events etc. to allow flexibility for carers.</li> <li>• As with Disability and Pregnancy and Maternity – policies which aim to restrict driving or parking can have a disproportionate impact on people who are reliant on having their own transport.</li> <li>• Studies show around 65% of adults have provided unpaid care for a loved one.</li> <li>• Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> <li>• Young carers are often hidden and may not recognise themselves as carers_</li> </ul>   |
| Mitigations:   | See general comments above  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |   |
| Potential impacts:   |   |
| Mitigations:   |   |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The current system can disadvantage Special Guardians who do not claim benefits that they are eligible for. The proposed change will ensure the systems is equitable and will align the Council with the regulations and national guidance in this area.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

|   |
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| <b>Summary of significant negative impacts and how they can be mitigated or justified:</b>  |
| We have not identified any significant negative impact at this stage however we need to ensure that any changes after review do not have a disproportionate impact on any protected characteristics groups – we will mitigate this by ongoing equality impact assessment and engagement with SGO stakeholders |
| <b>Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:</b>  |
| The proposed change will ensure the systems is equitable and will align the Council with the regulations and national guidance in this area.  |

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required          | Responsible Officer | Timescale |
|--|---------------------|-----------|
| Phased plan approach, Stage 1, 2 and 3 | Tara Parsons        | 3 years   |
|  |                     |           |

### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

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| The plan has 3 phases, 1 per year. The implementation of the plan will be initiated, then reviewed at 6 monthly intervals. The review will take into account any impact on families and consider protected characteristics within this. This information will be analysed and considered before the next phase is initiated. |
|--|

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>3</sup>.

|   |  |
|---|--|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by Equality and Inclusion Team | <b>Director Sign-Off:</b><br>Ann James – Service Director, Children and Families |
| Date: 24/12/2021  | Date: 24/12/2021   |

<sup>3</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |   |
|--|---|
| Title: Budget Proposal Targeted Youth Services           |   |
| <input checked="" type="checkbox"/> Budget Proposal CF10 | <input checked="" type="checkbox"/> Changing        |
| Directorate: People                                      | Lead Officer name: Gail Rogers                      |
| Service Area: Combined Commissioning                     | Lead Officer role: Head of Children's Commissioning |

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

## 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

### **Budget context:**

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.



## This proposal:

The proposal is to reduce the Targeted Youth Services budget by £200k in 2022/23 from a current value of £2,125,602 to £1,925,602, and then to recommission the service at a further saving of £200k in 2023/24

Targeted Youth Services include the delivery of support for young people to reduce risk and build resilience, using a proven youth work approach to build relationships and enable young people to have agency over their lives now and in the future. This approach means that the contract is integrated in its focus on particular areas of risk and harm. Support is primarily delivered in response to a referral from a professional body; the Post 16 Participation Team, Secondary Schools and Social Care are the three biggest referring agencies.

Support is delivered via a combination of 1-2-1, targeted groupwork, open access and detached/outreach work. The service currently supports approximately 2,500 young people through 1-2-1 support and 1,000 via group/open access work per annum (please note these figures have been affected by COVID restrictions, in particular the group/open access support which pre covid where the service was supporting approx. 2,500 young people).

All of the following services will be impacted by this proposal:

- Inclusive offer of targeted positive youth activities for children and young people focused on areas of deprivation and areas with little or no other provision.
- Support for young people who are facing difficulties to help them maintain healthy lifestyles, in particular support for emotional health & wellbeing, substance misuse and healthy relationships to help improve their life chances and a successful transition into adulthood.
- Support for Young People who are not in education, employment or training (NEET), those who are at risk of becoming NEET and those whose learning status is not known, to support them into education, employment or training (this is delivered in close working partnership with the in-house Post 16 Participation Team).
- Providing responsive support when required to particular issues such as crime, anti-social behaviour, child sexual exploitation, violence and lack of community integration.

Funding arrangements:

| Targeted Youth Service Funding        | LOT 1<br>North | LOT 2<br>South | LOT 3<br>East Central | Total /Year |
|---------------------------------------|----------------|----------------|-----------------------|-------------|
| Year 1 2018/19                        | £565,257       | £996,266       | £793,715              | £2,355,238  |
| Year 2 2019/20 (5% cut)               | £536,994       | £946,452       | £754,030              | £2,237,476  |
| Year 3 2020/21 (5% cut)               | £510,144       | £899,130       | £716,328              | £2,125,602  |
| Year 4 2021/22                        | £510,144       | £899,130       | £716,328              | £2,125,602  |
| Year 5 2022/23 minus 200K saving (9%) | £462,144       | £815,130       | £648,328              | £1,925,602  |
| Reduction between year 4 and 5        | £48,000        | £84,000        | £68,000               | £200,000    |
| Reduction between 1 and 5 (18% cut)   | £103,113       | £181,136       | £145,387              | £429,636    |

Recommissioning budget for 2023/24:

The budget for the recommissioning of the service in 2023/24 will be reduced by a further £200k to £1,725,602. In addition to this, £400k will be taken from the budget for the new Bristol Youth Zone. This will be factored into the recommissioning and design of the new service.

## 1.2 Who will the proposal have the potential to affect?

|   |   |   |
|---|---|---|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users | <input checked="" type="checkbox"/> The wider community |
|---|---|---|

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Commissioned services | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |
| Additional comments:                                      |   |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

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### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

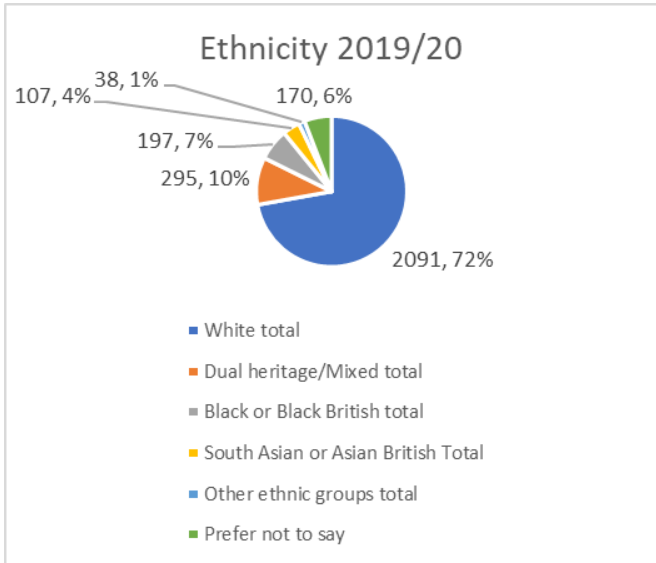
Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

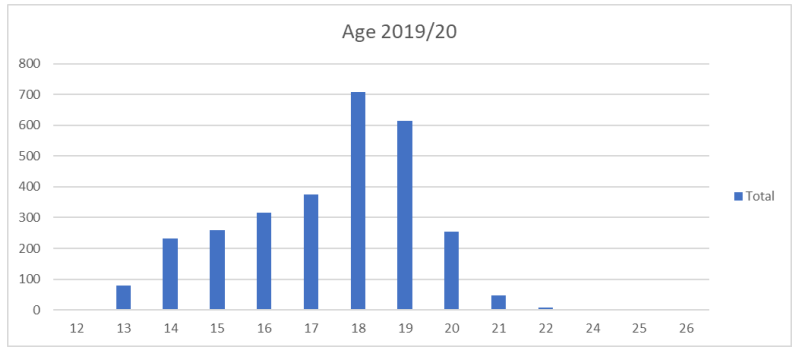
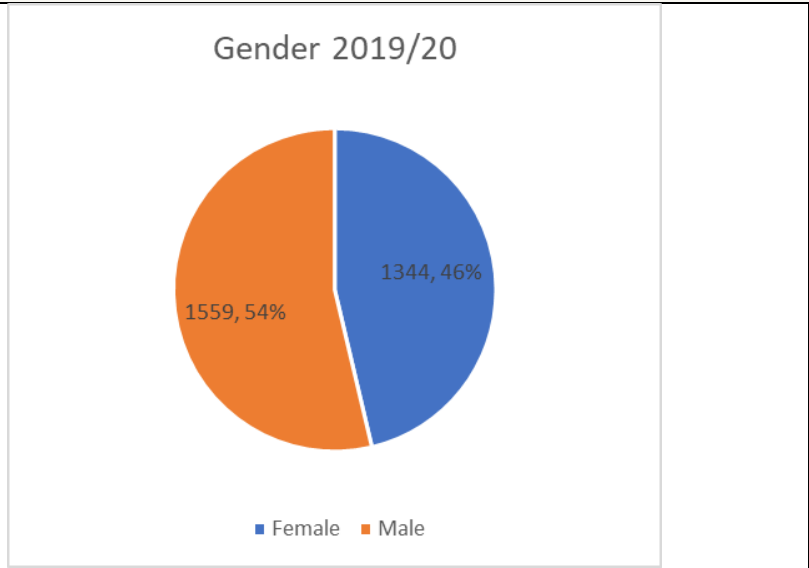
Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known]  | Summary of what this tells us  |
|--|--|
| <a href="#">Census 2011</a> and <a href="#">Census 2021</a><br><br><a href="#">2011 Census Key Statistics About Equalities Communities</a> | The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)<br>16-24 making up 11.9% of the population |
| <a href="#">The population of Bristol</a>  | Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.  |

|   |   |
|---|---|
|   | Overall, there are more children living in Bristol than people aged 65 and over. Bristol's 85,700 children make up 18.4% of the total population, i.e. almost 1 in every five people living in Bristol is aged under 16.  |
| <a href="#">New wards: data profiles</a><br><a href="#">Ward Profiles - Power BI tool</a>   | The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.   |
| <a href="#">Bristol Quality of Life survey 2020/21 final report</a><br><a href="#">Quality of Life 2020-21 — Open Data Bristol</a>  | <p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online &amp; paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.</p> <p>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation.</p>   |
| <a href="#">Citizens' Assembly</a>  | The citizens' assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.  |
| <a href="#">Joint Strategic Needs Assessment (JSNA)</a>   | The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery. |
| <a href="#">Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk)</a> December 2021  | Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19 on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting 'take homes'. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences.   |
| <a href="#">HR Analytics: Power BI reports (sharepoint.com)</a> [internal link only]<br><a href="#">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB)</a> Appendix – | The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Organisations, Nurseries, Councillors, Casual, Seasonal and   |

| Workforce Diversity Data – summary analysis   | External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS (Employee Self Service)).  |                                  |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
|---|---|----------------------------------|-------------|---------------|--------------------|------|------|--------------------|------|-----|--------------------------------|-------|----------|-----|---------------------------------|-----|-------------|-----|-----------------------|----|---------------|----|-------------|----|-----------|-------|------------|-------------|------|-----|---------------------------|-----|-----|------------------------------|-----|----|------------------------------------|-----|----|---------------------------|----|----|-------------------|-----|----|
| <u>Designing a new social reality - Research on the impact of covid-19 on Bristol's VCSE sector and what the future should be – Black South West Network 2020</u> | Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.   |                                  |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
| Targeted Youth Services Monitoring Data   | <p>The monitoring data shows us that the service reached the following young people annually:</p> <table border="1" data-bbox="660 669 1445 819"> <thead> <tr> <th>Number of young people supported</th> <th>1-1 Support</th> <th>Group Support</th> </tr> </thead> <tbody> <tr> <td>June 2019-May 2020</td> <td>2434</td> <td>2344</td> </tr> <tr> <td>June 2020-May 2021</td> <td>2009</td> <td>990</td> </tr> </tbody> </table><br><table border="1" data-bbox="660 855 1450 1126"> <thead> <tr> <th>Characteristic of Young Person</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Disabled</td> <td>256</td> </tr> <tr> <td>Education, Health and Care Plan</td> <td>228</td> </tr> <tr> <td>Young Carer</td> <td>155</td> </tr> <tr> <td>Child Protection Plan</td> <td>51</td> </tr> <tr> <td>Child in Care</td> <td>62</td> </tr> <tr> <td>Care Leaver</td> <td>50</td> </tr> </tbody> </table><br><div data-bbox="660 1160 1318 1720"> <p style="text-align: center;"><b>Ethnicity 2019/20</b></p>  <table border="1" data-bbox="660 1160 1318 1720"> <thead> <tr> <th>Ethnicity</th> <th>Count</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>White total</td> <td>2091</td> <td>72%</td> </tr> <tr> <td>Dual heritage/Mixed total</td> <td>295</td> <td>10%</td> </tr> <tr> <td>Black or Black British total</td> <td>197</td> <td>7%</td> </tr> <tr> <td>South Asian or Asian British Total</td> <td>107</td> <td>4%</td> </tr> <tr> <td>Other ethnic groups total</td> <td>38</td> <td>1%</td> </tr> <tr> <td>Prefer not to say</td> <td>170</td> <td>6%</td> </tr> </tbody> </table> </div> | Number of young people supported | 1-1 Support | Group Support | June 2019-May 2020 | 2434 | 2344 | June 2020-May 2021 | 2009 | 990 | Characteristic of Young Person | Total | Disabled | 256 | Education, Health and Care Plan | 228 | Young Carer | 155 | Child Protection Plan | 51 | Child in Care | 62 | Care Leaver | 50 | Ethnicity | Count | Percentage | White total | 2091 | 72% | Dual heritage/Mixed total | 295 | 10% | Black or Black British total | 197 | 7% | South Asian or Asian British Total | 107 | 4% | Other ethnic groups total | 38 | 1% | Prefer not to say | 170 | 6% |
| Number of young people supported  | 1-1 Support   | Group Support                    |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
| June 2019-May 2020  | 2434  | 2344                             |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
| June 2020-May 2021  | 2009  | 990                              |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
| Characteristic of Young Person  | Total   |                                  |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
| Disabled  | 256   |                                  |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
| Education, Health and Care Plan   | 228   |                                  |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
| Young Carer   | 155   |                                  |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
| Child Protection Plan   | 51  |                                  |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
| Child in Care   | 62  |                                  |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
| Care Leaver   | 50  |                                  |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
| Ethnicity   | Count   | Percentage                       |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
| White total   | 2091  | 72%                              |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
| Dual heritage/Mixed total   | 295   | 10%                              |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
| Black or Black British total  | 197   | 7%                               |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
| South Asian or Asian British Total  | 107   | 4%                               |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
| Other ethnic groups total   | 38  | 1%                               |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |
| Prefer not to say   | 170   | 6%                               |             |               |                    |      |      |                    |      |     |                                |       |          |     |                                 |     |             |     |                       |    |               |    |             |    |           |       |            |             |      |     |                           |     |     |                              |     |    |                                    |     |    |                           |    |    |                   |     |    |



**Additional comments:**

**2.2 Do you currently monitor relevant activity by the following protected characteristics?**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

**2.3 Are there any gaps in the evidence base?**

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation. We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff. We do not currently monitor information on sexual orientation or religion within the Targeted Youth Service.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

We will undertake a formal consultation process as part of the recommissioning of the service for 2023/24, this will include children and young people, professionals, and residents of Bristol. This will include focus groups and surveys and we will work to ensure the inclusion of seldom heard groups. Furthermore a consultation has been undertaken around the introduction of the Youth Zone.

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

## 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

**GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and

proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

Because the underlying reasons for the Council's budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people's needs will still be met by other / external provision if we reduce or decommission our existing services.

Where budget proposals are likely to impact on our workforce we will follow the 'Management of Change' guidance for internal consultation and seek advice from diversity consultants in the Equality and Inclusion Team to mitigate risks of discrimination. For proposals which are likely to impact external workforce teams e.g. in commissioned services, we will consider any likely disproportionate impacts of TUPE transfer arrangements etc.

Where proposals relate to changing work locations or conditions we will also consider the impact on those who may be more reliant on car parking or public transport; provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; and promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities and those from faith groups etc.

As there is evidence showing that lack of equity in funding and procurement has eroded the local voluntary and community sector, we need to consider the extent to which any proposed reductions in budgets for commissioned services, or proposals to increase income (e.g. by reducing subsidies or charging more commercial rates for premises and services) may have a disproportionate impact on smaller organisations which are led by and/or support local equalities communities.

We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics, which we have taken into account in making this budget proposal (detailed below).

The current Targeted Youth Service is tasked to work in particular with priority groups in need of help and support. These include, but are not limited to:

- Children in care and care leavers
- Young carers
- Teenage parents
- Young people at risk of entering the criminal justice system
- Young offenders
- Young people with special educational needs and disabilities
- Children of parents misusing substances

These young people are not equally located through the City, as need tends to align with economic disadvantage. In addition, young Black males are nationally and locally over-represented in the criminal justice system.

Reduced budget will mean less capacity within the service, and in all likelihood provider staff redundancies or not

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<sup>1</sup> Bristol judgment clarifies Councils' Budget consultation duties — The Consultation Institute

filling vacant posts. This is likely to affect the generic youth work/wellbeing offer and the service's ability to accept referrals for 1-2-1 support. It may result in more partnership working to deliver group sessions or the stopping of some group sessions, especially in the summer when statutory September tracking is required to be delivered.

**Mitigations**

Where funding is being reduced, we will take this as an opportunity to scope and draw on other sources of funding to maximise our 'One City' approach and draw in additional funding streams. This has already been done with Serious Youth Violence funding which has supplemented targeted youth services for our most vulnerable. We will continue to search and work with city partners to apply for alternative funding streams that will increase total available expenditure. Our Belonging Strategy: Belonging in the Community is a One City Plan that sets out our ambitions to work with the sector as a whole, to develop a youth offer that meets the needs of children and young people in all parts of the City. We will improve partnership working and create joined up systems so that there is "no wrong door" into these services. There are no current pots of funding that have been confirmed however, we will consider whether we can commercialise any services and investigate sponsorship

Youth services tend to support those young people with lower levels of need – those with higher levels of need will continue to receive additional support via alternative services such as ROUTES (relationship based, trauma informed, one to one intervention to children, young people and young adults who are at risk of Serious Youth Violence (SYV) and Child Criminal Exploitation (CCE)).

Areas of statutory service delivery that are currently included in our targeted youth services contracts such as the September Education, Employment and Training Guarantee to young people aged 16 and young carer assessments will remain in place.

We will ensure that we utilise the Holiday Activities and Food Programme fund for 2022. The 2022/23 settlement for Bristol for is £1.9m. This is an increase in the funding that we received in 2021-22 and is a significant sum that will support the sector to deliver youth and play services in the holidays for children entitled to free school meals. This funding will help to offset the proposed reduction and minimise the adverse impacts for our most vulnerable.

Bristol have invested in a South Bristol Youth Zone, in addition to the council's £400k annual investment, the Youth Zone provide £900k. That is additional funding into the youth sector that does not currently exist.

Furthermore, Bristol has a very large and diverse youth sector that is not funded by the council. In total there is approx. £7.2m of funding in the youth sector with just 30% of it provided by Bristol City Council. This evidences the strength of the sector and that there will continue to be a significant youth presence in the city.

**PROTECTED CHARACTERISTICS**

|                          |  |
|--------------------------|--|
| <b>Age: Young People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
|--------------------------|--|

|                    |  |
|--------------------|--|
| Potential impacts: | <ul style="list-style-type: none"> <li>• Young people are often under-represented in engagement and consultation and in Bristol are less satisfied than average with the way the council runs things.</li> <li>• Children and young people in Bristol are considerably more ethnically diverse than the overall population of Bristol.</li> <li>• Children and young people from the most deprived areas of Bristol have the poorest outcomes in health and education in terms of health, education and future employment etc.</li> <li>• Young people in Bristol are more likely to:             <ul style="list-style-type: none"> <li>○ have poor emotional health and wellbeing</li> <li>○ find inaccessible public transport prevents them from leaving their home when they want to</li> <li>○ 6.8% of 16-17 year olds (2020/21) were "not in education, employment or training" (NEET)</li> </ul> </li> <li>• Young adults are most likely to have lost work or seen their income drop because of COVID-19</li> </ul> |
|--------------------|--|

Reduction in service capacity is likely to lead to either waiting lists, or a number of young people

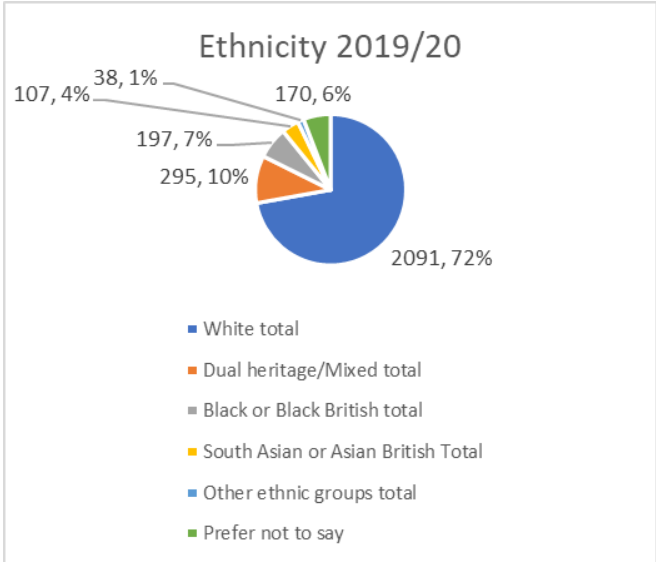


|                          |  |
|--------------------------|--|
|                          | who are unable to access the service. This could contribute to a higher rate of young people who are NEET and lead to an increase in antisocial behaviour. As the service is preventative in nature it does support a lot of young people to maintain healthier lifestyles. Reductions to services will potentially lead to an increase in young people requiring additional support for mental health and wellbeing and potential breakdowns in families. It could also result in additional young people being exposed to CCE (Child Criminal Exploitation) and CSE (Child Sexual Exploitation).   |
| Mitigations:             | Delivery of the Youth Zone in 2023/24 will be factored into the recommissioning and redesign of the current youth services contract. The risk of funding being removed from the wider TYS service is mitigated by the fact that the Youth Zones will bring significant match funding through philanthropic giving. The ongoing revenue costs for the Youth Zone is expected to be circa £1.3m, bringing in an additional £900,000 to our £400,000 revenue investment, significantly increasing the total funding into the sector and therefore benefitting more young people.  |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:       | •  |
| Mitigations:             |  |
| <b>Disability</b>        | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• 17% of Bristol's population are disabled. There are more disabled women than men living in Bristol.</li> <li>• The UK Disability pay gap is 20% (2020)</li> <li>• There is a disproportionate impact of COVID-19 on disabled people <a href="#">The lived experience of disabled people during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a></li> <li>• 22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population, and are more likely to work part time.</li> <li>• Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>• Disabled people on average have lower qualification levels than the population as a whole.</li> <li>• Disabled people experience higher rates of hate crime and domestic abuse compared to the general population</li> <li>• Disabled people should be empowered to make independent living choices and have a say in access to service provision.</li> <li>• Budget setting needs to provide sufficient resource and flexibility to meet our legal duty to make anticipatory and responsive reasonable adjustments for disabled people including: <ul style="list-style-type: none"> <li>○ changing the way things are done e.g. opening / working times;</li> <li>○ changes to overcome barriers created by the physical features of premises.</li> <li>○ providing auxiliary aids e.g. extra equipment or a different or additional service.</li> <li>○ is 'anticipatory' so we must think in advance and ongoing about what disabled people might reasonably need.</li> </ul> </li> <li>• Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> </ul> |
| Mitigations:             | We will ensure that disabled young people continue to be factored into service redesign  |
| <b>Sex</b>               | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• There are more males (54%) than females accessing targeted youth services.</li> <li>• Nationally the gender pay gap was 15.5% in 2020. This shows the relative pay gap between female and male employees and how the balance of pay is distributed in an organisation irrespective of equal pay for job roles.</li> <li>• Women still bear the majority of caring responsibilities for both children and older relatives.</li> <li>• Women are more likely to be excluded from conversations which affect decision making due</li> </ul>  |

|                              |   |
|------------------------------|---|
|                              | <p>to lack of representation in boards / organisational leadership.</p> <ul style="list-style-type: none"> <li>• Services and workplace requirements may not take into consideration the impact of women’s reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.</li> <li>• Young women between the ages of 16 and 24 have higher risk of common mental health problems and higher rates of self-harm and post-traumatic stress disorder etc.</li> <li>• Bristol female preventable mortality rates are significantly higher than the England rates</li> <li>• Nationally 27% of women experience domestic abuse in their lifetimes. The rate of recorded domestic abuse incidents in Bristol has shown a significant rise over the last two years and 74% of victims were female.</li> <li>• Men and boy’s health is in general poorer than that of women and girl’s</li> <li>• Male life expectancy at birth in Bristol is around four years less than for females.</li> <li>• On average men in Bristol live 18 years in poor health, women live 22 years in poor health</li> <li>• A higher proportion of boys have physical impairments and more boys than girls have diagnosed mental health disorders and learning difficulties.</li> <li>• Men in Bristol are more likely than women to have unhealthy lifestyle behaviours including being overweight and obese, smoking, alcohol and substance misuse</li> <li>• There are differences between men and women in health practices and the way they use health services</li> <li>• Men are three times more likely than women to take their own lives.</li> <li>•</li> </ul>  |
| Mitigations:                 | See general comments above  |
| <b>Sexual orientation</b>    | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse</li> <li>• 1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they’re LGBT.</li> <li>• More than a third of LGBT staff have hidden or disguised that they’re LGBT at work in the last year because they were afraid of discrimination.</li> <li>• 1 in 10 Black, Asian and Minority Ethnic LGBT staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBT staff</li> <li>• One in four lesbian and bisexual women have experienced domestic abuse in a relationship, one third of them were abused by a man. Almost half of all gay and bisexual men have experienced at least one incident of domestic abuse from either a family member or a partner since the age of 16.</li> <li>• Research shows LGBT people face widespread discrimination in healthcare settings and one in seven LGBT people avoid seeking healthcare for fear of discrimination from staff</li> <li>• The Stonewall <a href="#">LGBT in Britain - Health Report</a> shows LGBT people are at greater risk of marginalisation during health crises, and those with multiple marginalised identities can struggle even more. In communications we should signpost and refer where possible to mutual aid and community support networks<sup>2</sup>.</li> <li>• Research has shown that LGBT people are more likely to be living with long-term health conditions, are more likely to smoke, and have higher rates of drug and alcohol use.</li> <li>• Half of LGBT people experienced depression in the last year</li> <li>• 14% of LGBT people have avoided treatment for fear of discrimination because they are LGBT.</li> </ul> |
| Mitigations:                 | <p>See general comments above</p> <p>Freedom Youth is a gender and sexuality social action service run by Off The Record. This is run separately from the council. Group sessions are social, informative and safe supportive spaces. Sessions are filled with workshops (on topics such as housing, relationships, mental health, gender and sexuality, keeping safe and much more).</p>   |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential                    | <ul style="list-style-type: none"> <li>• The Equality Act 2010 applies to those who are pregnant or have given birth in the past 26</li> </ul>  |

|                            |  |
|----------------------------|--|
| impacts:                   | <p>weeks, as well as making provisions to protect the rights of breastfeeding mothers.</p> <ul style="list-style-type: none"> <li>• Around 80% of women will give birth and many women will also experience termination, miscarriage and stillbirth</li> <li>• In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes)</li> <li>• Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements</li> <li>• Black, Asian and Minority Ethnic women more likely to experience complications at birth</li> </ul>  |
| Mitigations:               | See general comments above   |
| <b>Gender reassignment</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:         | <ul style="list-style-type: none"> <li>• As sexual orientation above Transgender people are statistically more vulnerable to verbal and physical abuse. Transgender people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.</li> <li>• 1 in 8 Trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were Trans</li> </ul>  |
| Mitigations:               | See general comments above   |
| <b>Race</b>                | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:         | <ul style="list-style-type: none"> <li>• Black, Asian and minority ethnic people are disproportionately impacted by COVID-19</li> <li>• Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people<sup>2</sup>.</li> <li>• In the last census (2011) 16% of the population belonged to a Black, Asian or minority ethnic group and this is likely to be higher now.</li> <li>• The top three countries of birth outside UK for Bristol residents are Poland, Somalia and India.</li> <li>• Bangladeshi, Pakistani, and Black ethnic groups are more likely to live in deprived neighbourhoods; and the same groups and Chinese ethnicities are about twice as likely to live on a low income and experience child poverty compared to White groups</li> <li>• Black, Asian and minority ethnic households are less likely to own their home and more likely to living in overcrowded housing and intergenerational households. Bangladeshi and Pakistani groups are more likely to live in multi-family households.</li> <li>• Black Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they want to</li> <li>• Black African young people are disadvantaged in education compared to their White peers<sup>8</sup>. A disproportionately high percentage of Bristol school pupils from Black, Asian and minority ethnic backgrounds are excluded from school and In Bristol pupils with the lowest 'Attainment 8' scores are from Black ethnic background (highest from Chinese ethnic background.)</li> <li>• In addition, young Black males are nationally and locally over-represented in the criminal justice system.</li> <li>• Organisations may lack cultural competence because Black, Asian and minority staff are under- represented.</li> <li>• People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.</li> <li>• Black Asian and minority ethnic groups are more likely to be self-employed than the Bristol average and over-represented in low income self-employment including taxis, takeaway restaurants</li> <li>• Black Asian and minority ethnic people are underrepresented in political and civic</li> </ul> |

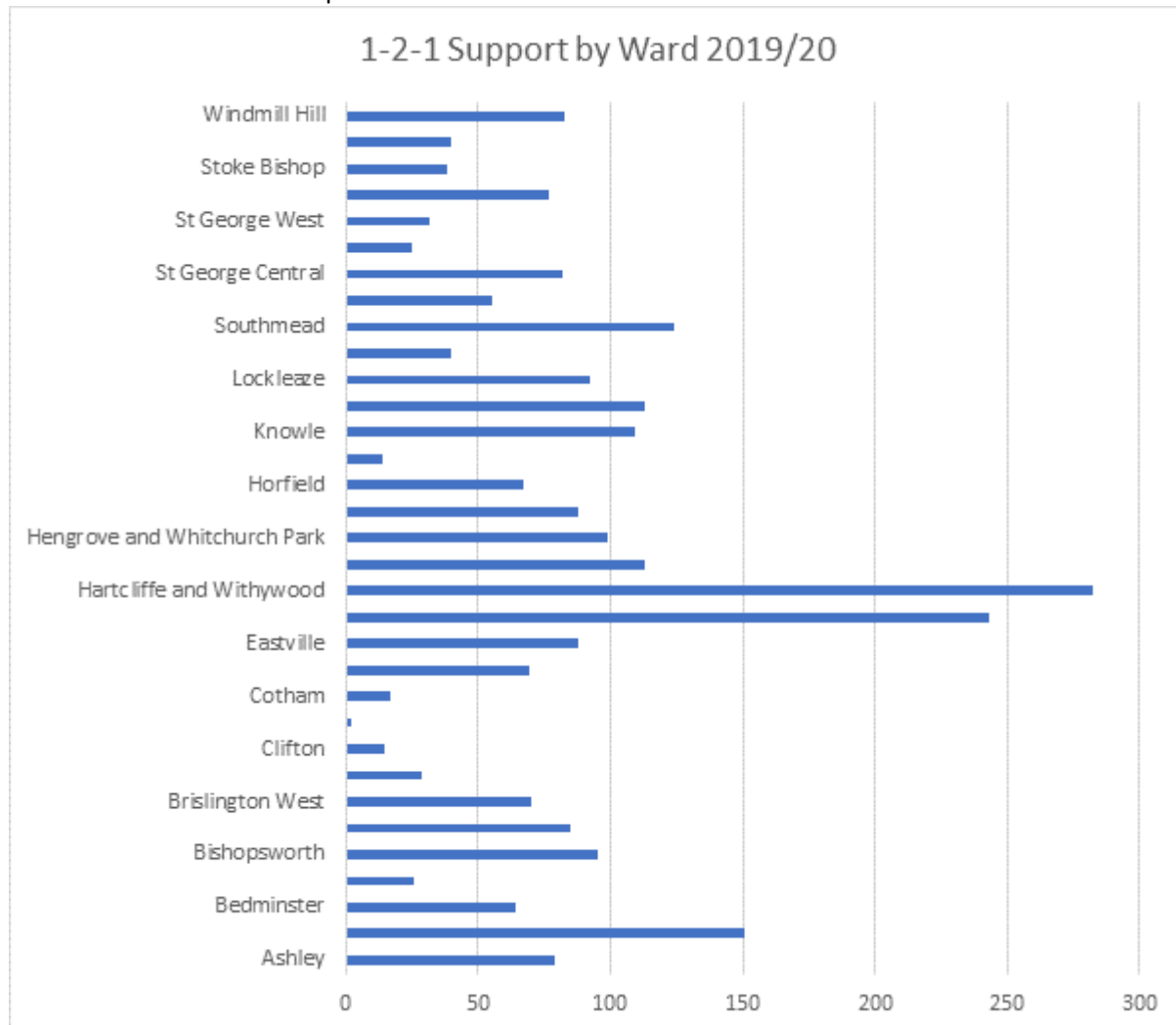
<sup>2</sup> CoDE Briefing Bristol v2.pdf (runnymedetrust.org)

|   |  |
|---|--|
|   | <p>leadership.</p> <ul style="list-style-type: none"> <li>• People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul>  <p>It is anticipated that the number of mixed / dual heritage young people will significantly have increased in the 2021 census.</p>   |
| Mitigations:                            | It is a requirement of our services to ensure they target and support children and young people identified as particularly vulnerable which includes those from black and ethnic minority backgrounds, refugees and asylum seekers.  |
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• There are at least 45 religions represented in Bristol. Approximately 1 in 20 people in Bristol are Muslims, and Islam is the second religion in Bristol after Christianity</li> <li>• Budget proposals should take into account differing needs because of people’s religion and belief (for example different requirements around diet, life events, and holidays)</li> <li>• Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required.</li> <li>• Currently the TYS do not collect data on religion, however we will build this requirement into monitoring arrangements going forward.</li> </ul>                                 |
| Mitigations:                            | See general comments above   |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>   |  |
| <b>Socio-Economic (deprivation)</b>     | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>• In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>• 9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (<a href="#">BEIS, 2020</a>)</li> <li>• 4.2% of households have experienced moderate to severe food insecurity, rising to 13% in the most deprived areas of the city (QoL 2020-21)</li> <li>• 25% of people in Bristol are dissatisfied with the way the Council runs things, but this is 43%</li> </ul> |

for people living in the most deprived areas of the city (QoL 2020-21).

- The inequalities gap in life expectancy between the most and least deprived areas in Bristol is 9.6 years for men and 7.2 years for women.

The service is currently focused on delivering targeted positive youth activities for children and young people in areas of deprivation and areas with little or no other provision, therefore any cuts will disproportionately impact this. As the service is preventative in nature, it supports a lot of young people to maintain healthier lifestyles. Reductions to services could increase the equalities gap between most and least deprived areas.



Mitigations:

See general comments above.

The service will continue to be expected to work within areas of high deprivation and the addition of the Youth Zone in South Bristol in 2023 will supplement this.

Carers

Does your analysis indicate a disproportionate impact? Yes  No

Potential impacts:

- Being a carer can be a huge barrier to accessing services and maintaining employment
- We need to consider the timing/availability of services, events etc. to allow flexibility for carers.
- As with Disability and Pregnancy and Maternity – policies which aim to restrict driving or parking can have a disproportionate impact on people who are reliant on having their own transport.
- Studies show around 65% of adults have provided unpaid care for a loved one.
- Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)
- Young carers are often hidden and may not recognise themselves as carers\_

Mitigations:

See general comments above

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The proposal is unlikely to have any potential benefit other than to contribute to a balanced budget, however a number of mitigations will be put in place to minimise the impact to young people as set out in section 3.1.

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

As the service is preventative in nature it supports a lot of young people to maintain healthier lifestyles. Reductions to services will potentially lead to an increase in young people requiring additional support for mental health and wellbeing and potential breakdowns in families. It could also result in additional young people being exposed to CCE and CSE.

The risk will be mitigated by maximising alternative funding stream, supporting the sector to develop and the introduction of the Youth Zone in South Bristol which will bring in an additional £900,000 investment into the area. The Youth Zone is being set up in South Bristol in order to serve some of our most deprived communities. Whilst locate in south Bristol and focused on delivery to our communities in that part of the city, the Youth Zone will be a world class youth facility available to all young people in the city. We will ensure the information about and travel to the Youth Zone enables access for all. Additionally, we will deliver youth services across North and East Central by commissioning youth services specific to the needs of young people in those communities.

#### Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

Contribute to a balanced budget

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required                                       | Responsible Officer | Timescale |
|---|---------------------|-----------|
| Ensure access to the Holiday Activity and Food (HAF) Fund           | Gail Rogers         | 2022      |
| Additional investment into the sector via the Youth Zones           | Gail Rogers         | 2023      |
| Scope out additional funding streams in line with the One City Plan | Gail Rogers         | 2023      |

### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

We will continue monitoring access to the service and the outcomes being achieved. We will aim to recommission in such a way that supports the development of the wider youth sector, recognising that BCC is only a small part of the total funding pot, with a view to them meeting the needs of the young people of Bristol.

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>3</sup>.

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by Equality Officer | <b>Director Sign-Off:</b><br>Ann James, Director – Children and Families |
| Date: 29/12/21   | Date: 30/12/2021   |

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<sup>3</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |  |
|--|--|
| Title: Addressable Spend/Third Party Savings             |  |
| <input checked="" type="checkbox"/> Budget Proposal      | <input checked="" type="checkbox"/> Changing                                       |
| Directorate: Resources                                   | Lead Officer name: Lee Hannan  |
| Service Area: Strategic Procurement & Supplier Relations | Lead Officer role: Strategic Supplier Relations Manager/Interim Co-Head of Service |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget next year. With this challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

#### This Proposal



The Addressable Spend/Third Party Savings project seeks to create maximum benefit for public money through our addressable third party spend by...

- Deliver in year savings through procurement intervention, commercial negotiations & prevention actions
- Identify recommendations for improvements to feed into wider transformation change programmes e.g. Adult Social Care
- Developing a centralised contract monitoring model and category spend analysis which will be maintained to facilitate continuous improvement

The savings project will look to review all spend with outside organisations, where the review of savings/efficiency opportunities will be assigned to a workstream lead. Progress on discovery and realisation of any savings will be subject to scrutiny and approval from the Third Party Savings Programme Board, who meet monthly and chaired by the Section 151 officer. Any decisions made at programme Board in relation to savings, which result to changes to the way we work, how contracts are delivered, the scope of contracts, contracted services and potential outcomes of negotiation opportunities, will in turn be subject to the appropriate decision making pathway or delegated level of authority, which will be accompanied by an independent EQIA specific to that workstream.

As an example, Third Party Spend Programme Board could seek to review services delivered as part of a service contract, where savings could be achieved by reducing the service scope or standard. As part of the review, an EQIA specific to this service would be completed to ensure that the changes as a result of the reduced service standard are understood and the impact on equalities and inclusion are appropriately considered/controlled/mitigated.

Therefore, this EQIA should be considered an umbrella assessment for the principals of the Addressable Spend/Third Party Savings project, which will be accompanied by supporting EQIAs specific to any proposed changes.

## 1.2 Who will the proposal have the potential to affect?

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Bristol City Council workforce   | <input checked="" type="checkbox"/> Service users                             | <input checked="" type="checkbox"/> The wider community |
| <input checked="" type="checkbox"/> Commissioned services  | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments:<br>Where the impact would be subject to a detailed and more specific EQIA as part of the review of each workstream. |   |   |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

|  |
|--|
|  |
|--|

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success> .

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known]  | Summary of what this tells us  |
|--|--|
| <a href="#">Census 2011</a> and <a href="#">Census 2021</a><br><br><a href="#">2011 Census Key Statistics About Equalities Communities</a> | The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)  |
| <a href="#">The population of Bristol</a>  | Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.  |
| <a href="#">New wards: data profiles</a><br><br><a href="#">Ward Profiles - Power BI tool</a>  | The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.  |
| <a href="#">Bristol Quality of Life survey 2020/21 final report</a><br><br><a href="#">Quality of Life 2020-21 — Open Data Bristol</a>     | The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online & paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.<br><br>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation. |

|  |  |
|--|--|
| <p><u>Citizens' Assembly</u></p>   | <p>The citizens' assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.</p>  |
| <p><u>Joint Strategic Needs Assessment (JSNA)</u></p>  | <p>The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.</p> |
| <p><u>Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk) December 2021</u></p>   | <p>Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19 on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting 'take homes'. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences.</p>   |
| <p><u>HR Analytics: Power BI reports (sharepoint.com)</u><br/>[internal link only]</p> <p><u>Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB) Appendix – Workforce Diversity Data – summary analysis</u></p> | <p>The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).</p>   |
| <p><u>Designing a new social reality - Research on the impact of covid-19 on Bristol's VCSE sector and what the future should be – Black South West Network 2020</u></p>   | <p>Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.</p>   |

Additional comments:

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation. We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

### Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

#### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### **GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

Whilst we have not identified any significant negative impacts for protected characteristic groups from the savings proposal at this stage we are aware there is evidence showing that lack of equity in funding and procurement has eroded the local voluntary and community sector, we need to consider the extent to which any proposed reductions in third party spend for commissioned services, or approaches which aim to 'clawback' savings through increased efficiencies from suppliers, may have a disproportionate impact on smaller organisations which are led by and/or support local equalities communities, or in terms of the range and diversity of providers we commission who can offer flexible, accessible and inclusive services.

The main mitigations for any potential future risks arising from our approach are:

- Ongoing consideration of emerging equality issues is fundamental to the approach taken by the Third Party Savings Programme Board chaired by the Section 151 officer, with Equality as key element of the assessment gateway process, alongside Social Value etc.
- Each individual procurement and supplier relations related proposal is/will be subject to its own separate Equalities Impact Assessment Process as appropriate.
- The Council has a well-established corporate approach to assessing suppliers' understanding and commitment to equality and inclusion, including an assessment of how a providers will operate in accordance with the Equality Act 2010 and the s.149 Public Sector Equality Duty; be an equality opportunities employer; and where appropriate tailor and review services to meet the needs of people with different protected characteristics

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

<sup>1</sup> Bristol judgment clarifies Councils' Budget consultation duties - The Consultation Institute

Because the underlying reasons for the Council's budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people's needs will still be met by other / external provision if we reduce or decommission our existing services.

Where budget proposals are likely to impact on our workforce we will follow the 'Management of Change' guidance for internal consultation and seek advice from diversity consultants in the Equality and Inclusion Team to mitigate risks of discrimination. For proposals which are likely to impact external workforce teams e.g. in commissioned services, we will consider any likely disproportionate impacts of TUPE transfer arrangements etc.

Where proposals relate to changing work locations or conditions we will also consider the impact on those who may be more reliant on car parking or public transport; provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; and promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities and those from faith groups etc.

**PROTECTED CHARACTERISTICS**

Where responses are based on the principals of the Addressable Spend/Third Party Savings Project, and not specific workstreams within the potential scope of the project.

|   |  |
|---|--|
| <b>Age: Young People</b>                | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>Age: Older People</b>                | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>Disability</b>                       | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>Sex</b>                              | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      | •  |
| Mitigations:                            | See general comments above   |
| <b>Sexual orientation</b>               | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      | •  |
| Mitigations:                            | See general comments above   |
| <b>Pregnancy / Maternity</b>            | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>Gender reassignment</b>              | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>Race</b>                             | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      |  |
| Mitigations:                            |  |

**OTHER RELEVANT CHARACTERISTICS**

|  |  |
|--|--|
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   |  |
| Mitigations:   |  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

None identified

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

|  |
|--|
| <b>Summary of significant negative impacts and how they can be mitigated or justified:</b>   |
| No significant negative impact identified at this stage – specific commissioning, procurement and supplier relations proposals will be subject to separate equality impact assessment. |
| <b>Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:</b>   |
| None identified  |

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required | Responsible Officer | Timescale |
|-------------------------------|---------------------|-----------|
| N/A                           |                     |           |
|                               |                     |           |
|                               |                     |           |

### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

N/A

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>2</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br><b>Denise Murray: Director of Finance (S151 Officer)</b> |
| Date: 5/1/2022   | Date: 06/01/2022  |

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<sup>2</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



# Equality Impact Assessment [version 2.9]



|   |  |
|---|--|
| Title: Workforce implications of budget proposals for 2022/23 |  |
| <input checked="" type="checkbox"/> Budget Proposal           | <input checked="" type="checkbox"/> Changing   |
| Directorate: Workforce & Change                               | Lead Officer name: John Walsh                  |
| Service Area: HR  | Lead Officer role: Director Workforce & Change |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

#### This proposal:

This Equality Impact Assessment covers all potential workforce implications arising from the budget proposals for 2022/23. Specific measures included in the proposals are as follows:

- A review of the senior leadership structure (Executive Director and Director)
- A succession planning scheme for managers to apply to leave the council
- A review of some council teams
- Deleting budgeted vacancies to ensure we retain capacity in priority areas
- A streamlining of 'common activities' to join up pockets of the same or similar strategic professional services (the Common Activities Programme)

Taken together the above measures will reduce our overall capacity and mean we will focus on our core priorities.

Other service changes are contained in the budget proposals, and these will be subject to their own Equality Impact Assessments.

Where colleagues are in scope for a specific saving proposal, that goes ahead following Full Council's setting of the budget, we will carry out consultation in line with our Managing Change Policy where required. Whilst such a significant reduction in budget will inevitably reduce the overall number of jobs in the council, we are already taking steps to reduce the impact on employees. For example, through vacancy management with the common activities programme, by deleting budgeted vacancies and also reducing the number of managers through succession planning. Where any jobs are subject to change we will prioritise redeployment opportunities for affected colleagues.

## 1.2 Who will the proposal have the potential to affect?

|   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Bristol City Council workforce  | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services  | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments: The proposals have the potential to impact on number of areas of the workforce, but in particular those in management positions and those who are in scope of the Common Activities programme. |  |  |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|  |                                    |                 |
|--|------------------------------------|-----------------|
| <input checked="" type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> | [please select] |
|--|------------------------------------|-----------------|

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| <b>Data / Evidence Source</b><br>[Include a reference where known]   | <b>Summary of what this tells us</b>   |
|--|--|
| <p><a href="#">HR Analytics: Power BI reports (sharepoint.com)</a><br/>[internal link only]</p> <p><a href="#">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB) Appendix – Workforce Diversity Data – summary analysis</a></p> <p>Pay Gap Report</p> <p><a href="#">2a BCC Pay Gap Report - 31-03-20 v2.3.pdf (bristol.gov.uk)</a></p> | <p>The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).</p> <p><b>Age</b> - Younger staff are significantly under-represented within our workforce and the council has a much older age profile compared to Bristol Working Age population: 12.7% of staff aged 16–29 compared with 39%, and 42.6% of staff are over 50.</p> <p><b>Disability</b> - We have an underrepresentation of disabled staff: 9% compared to the Bristol Working Age population at 12%.</p> <p><b>Ethnicity</b> - We have an under-representation of Black, Asian and Minority Ethnic staff within the Council: Asian or Asian British 2.6% versus 5.8%; Black or Black British 5.1% versus 5.3%; Mixed 3.5% versus 2.9%; Other Ethnic Groups 0.5% versus 1%. There is a higher representation of Black, Asian and Minority Ethnic staff in lower pay-brackets within the council as set out in our Race Pay Gap report.</p> <p><b>Sex</b> - Women are over-represented as staff: 60.4% versus the Bristol Working Age population of 49%. The council's gender pay gap analysis indicates that mean</p> |

pay for men is 4.08% higher than that of women and the median pay for men is 8.9% higher than that of women. The difference between the median and the mean figures is due to the high proportion of women in the top quartile of employees. There is a negative gender pay gap for women in senior roles within the pay structure, which means that women are more likely to be paid more than men.

**Religion/Belief** - 33.2% of our workforce has a religion/belief compared with 51% in the Bristol Working Age population.

**Sexual Orientation** - 5.6% of our workforce have told us they are lesbian, gay or bisexual, which compares with 9.1% for the Bristol Working Age population (however we do not have data for 22% of staff).

**Marital Status** – 9.3% of our workforce are Married, in a Declared Partnership or Civil Partnership. However, we do not have this data for 79% of staff. There is currently no comparative data for the Bristol Working Age population.

**Pregnancy/Maternity** – 2.5% of our colleagues are currently pregnant or on maternity leave.

**Trans** – 0.1% of our colleagues have declared they are trans, however very few employees have made a declaration on this and there is no comparative data for the Bristol Working Age population.

**Socio-Economic (deprivation)** – 5.1% of the workforce live within Bristol most deprived areas.

**2.2 Do you currently monitor relevant activity by the following protected characteristics?**

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

### 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation.

We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

Our HR system workforce diversity monitoring now includes reports on marital status and pregnancy/maternity and Trans.

### 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking to reduce council spend to seek citizen's views. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

We had an open dialogue with the workforce whilst the public budget consultation was live. This included a feedback form for staff ideas, engagement with trade unions and staff led groups and drop-in discussion sessions with the Chief Executive. There has been extensive and on-going engagement with colleagues in scope of the Common Activities Programme.

### 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

We will continue our dialogue with the workforce, trade unions and staff led groups so that we continue to assess and mitigate the impact on those from protected groups.

There will be clear and accessible communication about potential workforce changes, where colleagues will have the opportunity to discuss how the changes might impact them. There will also be drop-in sessions for staff to discuss the proposals with the Chief Executive.

Where colleagues are in scope for a specific saving proposal, that goes ahead following Full Council's setting of the budget, we will carry out consultation in line with our Managing Change Policy where required.

### Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

#### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

Because the underlying reasons for the Council's budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people's needs will still be met by other / external provision if we reduce or decommission our existing services.

As there is evidence showing that lack of equity in funding and procurement has eroded the local voluntary and community sector, we need to consider the extent to which any proposed reductions in budgets for commissioned services, or proposals to increase income (e.g. by reducing subsidies or charging more commercial

<sup>1</sup> Bristol judgment clarifies Councils' Budget consultation duties - The Consultation Institute

rates for premises and services) may have a disproportionate impact on smaller organisations which are led by and/or support local equalities communities.

We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics, which we have taken into account in making this budget proposal (detailed below).

At this early stage there is insufficient detailed information on who might be impacted by the proposals, however we are aware that workforce changes can disproportionately affect those with protected characteristics and therefore we will seek to mitigate any impact if needed through the following:

- A vacancy management process has been in place since May 2021. The aim of this is to recruit to critical vacancies only pending the implementation of new management structures through the Common Activities Programme.
- A review of vacant positions will establish those that are budgeted. Budgeted vacancies may be deleted to realise savings or used as redeployment opportunities for those displaced by other changes.
- The succession planning policy gives managers the opportunity to apply to leave the council on a voluntary basis. Applications will be considered objectively against a set of criteria.
- Where budget proposals involve the transfer of work to other organisations, employees' terms and conditions are normally protected by a law called "TUPE", which also sets out expectations regarding consultation.
- Service changes will be subject to their own Equality Impact Assessments and the Council's Managing Change Policy will apply. The policy sets out expectations regarding consultation, who should have priority consideration for vacancies, redeployment to other roles across the Council and pay protection.
- Where workplaces are closed/reduced and team bases are moved, the Bristol Contract sets out that employees can be asked to work at any location within the Bristol City area, but notice of 4 weeks is given to affected staff wherever possible. Additional consideration will be given to those who need reasonable adjustments.
- Our Workforce strategy and Strategic equality and inclusion plan contain a number of actions for improving our equality and inclusion practice, such as: improving the diversity of the workforce; providing talent development and succession planning opportunities; enhancing our equality and inclusion learning and development offer and a programme of wellbeing support for colleagues – including support for resilience and mental health.
- Inevitably these savings will have an impact on our capacity as an organisation and we won't be able to deliver everything we have done previously. It will be the main focus of the senior leadership team and managers to look at the impact of these changes and how we re-prioritise our work against our Corporate Strategy priorities.

**PROTECTED CHARACTERISTICS**

|                          |   |
|--------------------------|---|
| <b>Age: Young People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Young people in Bristol are more likely to:             <ul style="list-style-type: none"> <li>○ have poor emotional health and wellbeing</li> <li>○ find inaccessible public transport prevents them from leaving their home when they want to</li> <li>○ 6.8% of 16-17 year olds (2020/21) were "not in education, employment or training" (NEET)</li> </ul> </li> <li>• Young adults are most likely to have lost work or seen their income drop because of COVID-19</li> </ul> |

|                          |   |
|--------------------------|---|
|                          | <ul style="list-style-type: none"> <li>Younger staff are significantly under-represented within our workforce and the council has a much older age profile compared to Bristol Working Age population: 12.7% of staff aged 16–29 compared with 39%, and 42.6% of staff are over 50. This proposal might further compound this under-representation.</li> </ul>  |
| Mitigations:             | Please refer to general comments above.   |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:       | <ul style="list-style-type: none"> <li>Older people in Bristol are: <ul style="list-style-type: none"> <li>Less likely to be comfortable using digital services</li> <li>more reliant on public and community transport</li> <li>more likely to be an unpaid carer</li> <li>more likely to help out or volunteer in their community</li> <li>less likely to have formal qualifications</li> </ul> </li> <li>42.6% of our workforce are over 50, which is a significant over-representation compared to the general population, where 14.2% of people are aged 50-64 and 12.9% are aged 65 or over. This proposal would not negatively impact the representation of employees aged over 50 within the workforce in comparison to the general population.</li> </ul>  |
| Mitigations:             | Please refer to general comments above.   |
| <b>Disability</b>        | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:       | <ul style="list-style-type: none"> <li>The UK Disability pay gap is 20% (2020)</li> <li>Disabled people are less likely to be employed in a managerial or professional occupation</li> <li>22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population, and are more likely to work part time.</li> <li>Disabled people on average have lower qualification levels than the population as a whole.</li> <li>Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> <li>We have an underrepresentation of disabled staff: 9% compared to the Bristol Working Age population at 12%. This proposal might further compound this under-representation</li> </ul>  |
| Mitigations:             | Please refer to general comments above.   |
| <b>Sex</b>               | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:       | <ul style="list-style-type: none"> <li>Nationally the gender pay gap was 15.5% in 2020. This shows the relative pay gap between female and male employees and how the balance of pay is distributed in an organisation irrespective of equal pay for job roles.</li> <li>Women still bear the majority of caring responsibilities for both children and older relatives.</li> <li>Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership.</li> <li>Services and workplace requirements may not take into consideration the impact of women's reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.</li> <li>Young women between the ages of 16 and 24 have higher risk of common mental health problems and higher rates of self-harm and post-traumatic stress disorder etc.</li> <li>Women are over-represented as staff: 60.4% versus the Bristol Working Age population of 49%. The council's gender pay gap analysis indicates that mean pay for men is 4.08% higher than that of women and the median pay for men is 8.9% higher than that of women. The difference between the median and the</li> </ul> |



|                              |  |
|------------------------------|--|
|                              | <p>mean figures is due to the high proportion of women in the top quartile of employees. There is a negative gender pay gap for women in senior roles within the pay structure, which means that women are more likely to be paid more than men.</p> <ul style="list-style-type: none"> <li>This proposal might disproportionately impact women depending on the demographics of employees affected by changes in roles or loss of jobs. However, there may be some areas where representation mirrors the general population more accurately.</li> </ul>  |
| Mitigations:                 | Please refer to general comments above.  |
| <b>Sexual orientation</b>    | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT.</li> <li>More than a third of LGBT staff have hidden or disguised that they're LGBT at work in the last year because they were afraid of discrimination.</li> <li>5.6% of our workforce have told us they are lesbian, gay or bisexual, which compares with 9.1% for the Bristol Working Age population (however we do not have data for 22% of staff). This proposal might further compound this under-representation</li> </ul>   |
| Mitigations:                 | Please refer to general comments above.  |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes)</li> <li>2.5% of our colleagues are currently pregnant or on maternity leave.</li> <li>Colleagues on maternity leave may be less able to engage in Management of Change processes and may be more likely to be overlooked in management or corporate communications, and this should be consciously mitigated to prevent disproportionate impacts on this group or any potential inequity.</li> </ul>   |
| Mitigations:                 | Please refer to general comments above.  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>1 in 8 Trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were Trans</li> <li>0.1% of our colleagues have declared they are trans, however very few employees have made a declaration on this and there is no comparative data for the Bristol Working Age population. Given the comparatively small number of Trans employees it is possible that changes affecting a very small number of people could have a disproportionate impact in terms of workforce representation.</li> </ul>  |
| Mitigations:                 | Please refer to general comments above.  |
| <b>Race</b>                  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people<sup>2</sup>.</li> <li>Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people.</li> <li></li> <li>Black Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they want to</li> <li>Black African young people are disadvantaged in education compared to their White peers<sup>8</sup>. A disproportionately high percentage of Bristol school pupils from Black, Asian and minority ethnic backgrounds are excluded from school</li> </ul> |

<sup>2</sup> CoDE Briefing Bristol v2.pdf (runnymedetrust.org)

|   |   |
|---|---|
|   | <p>and In Bristol pupils with the lowest 'Attainment 8' scores are from Black ethnic background (highest from Chinese ethnic background.)</p> <ul style="list-style-type: none"> <li>• Organisations may lack cultural competence because Black, Asian and minority staff are under- represented.</li> <li>• People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.</li> <li>• Black Asian and minority ethnic groups are more likely to be self-employed than the Bristol average and over-represented in low income self-employment including taxis, takeaway restaurants</li> <li>• Black Asian and minority ethnic people are underrepresented in political and civic leadership.</li> <li>• We have an under-representation of Black, Asian and Minority Ethnic staff within the Council: Asian or Asian British 2.6% versus 5.8%; Black or Black British 5.1% versus 5.3%;; Other Ethnic Groups 0.5% versus 1%. There is a higher representation of Black, Asian and Minority Ethnic staff in lower pay-brackets within the council as set out in our Race Pay Gap report. This proposal might further compound this under-representation</li> </ul> |
| Mitigations:                            | Please refer to general comments above.   |
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• There are at least 45 religions represented in Bristol. Approximately 1 in 20 people in Bristol are Muslims, and Islam is the second religion in Bristol after Christianity</li> <li>• Budget proposals should take into account differing needs because of people's religion and belief (for example different requirements around diet, life events, and holidays)</li> <li>• Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required.</li> <li>• 33.2% of our workforce has a religion/belief compared with 51% in the Bristol Working Age population. This proposal might further compound this under-representation.</li> </ul>  |
| Mitigations:                            | Please refer to general comments above.   |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:                      | 9.3% of our workforce are Married, in a Declared Partnership or Civil Partnership. However, we do not have this data for 79% of staff. There is currently no comparative data for the Bristol Working Age population.   |
| Mitigations:                            |   |
| <b>OTHER RELEVANT CHARACTERISTICS</b>   |   |
| <b>Socio-Economic (deprivation)</b>     | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>• In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>• 5.1% of the workforce live within Bristol's most deprived areas. This proposal might further compound this under-representation.</li> </ul>  |
| Mitigations:                            | Please refer to general comments above.   |
| <b>Carers</b>                           | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• Being a carer can be a huge barrier to accessing services and maintaining employment</li> </ul>  |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• We need to consider the timing/availability of services, events etc. to allow flexibility for carers.</li> <li>• Studies show around 65% of adults have provided unpaid care for a loved one.</li> <li>• Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> <li>• Young carers are often hidden and may not recognise themselves as carers_</li> <li>• This proposal might impact on carers</li> </ul> |
| Mitigations:   | Please refer to general comments above.   |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |   |
| Potential impacts:   |   |
| Mitigations:   |   |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

We are primarily focusing on mitigating the negative impacts of the proposals however we will seek opportunities for developing future leaders, address equality gaps and continue to develop a leadership team which is representative of the city we serve.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

**Summary of significant negative impacts and how they can be mitigated or justified:**

Please refer to 3.1 above. There will be a number of EQIAs for these proposals. The cumulative impact of these will be kept under review for this overarching EQIA, which will be updated

**Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:**

Please refer to 3.2 above. There will be a number of EQIAs for these proposals. The cumulative impact of these will be kept under review for this overarching EQIA, which will be updated

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required  | Responsible Officer                          | Timescale |
|--|--|-----------|
| Reviewing new data as it becomes available and updating the EQIA accordingly | Head of HR with Chief Executive, Director of | April 22  |

| Improvement / action required   | Responsible Officer  | Timescale          |
|---|----------------------|--------------------|
|   | Workforce and Change |                    |
| Regularly monitor the impact of the changes on the diversity of the workforce | Head of HR           | Throughout 2022/23 |
|   |                      |                    |

### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

|  |
|--|
| Consultation responses<br>HR Diversity Dashboard |
|--|

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>3</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><br>Head of Equalities and Inclusion | <b>Director Sign-Off:</b><br>John Walsh |
| Date: 7 January 2022   | Date: 10/1/2022                         |

<sup>3</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |  |
|---|--|
| Title: Budget Proposal - Centralised funding, bids, grants, sponsorship and acquisitions team |  |
| <input checked="" type="checkbox"/> Budget Proposal   | <input checked="" type="checkbox"/> Changing                   |
| Directorate: Resources  | Lead Officer name: Tim Borrett                                 |
| Service Area: Policy, Strategy and Partnerships   | Lead Officer role: Director: Policy, Strategy and Partnerships |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

### This proposal:

This proposal is linked to the Council's 'Common Activities Programme', which identifies staff working on similar topics around the organisation and seeks to reorganise and rationalise this activity, for example by making a single central team for it, to work as efficiently as possible. Through this proposal we intend to add to the 'Common Activity' topics – 'Funding, bids, grants and sponsorship', with a view to creating either a business case for additional investment (or reallocation of existing resource) to form a small corporate team to lead on external funding bids/grants identification and applications, plus a coordinated approach to accessing external sponsorship, philanthropic funding or commercial partners seeking to invest Corporate Social Responsibility resources (financial or in-kind) in public sector initiatives that help local organisations, communities or individuals.

By doing this we hope to successfully raise more income that is better aligned to our priorities, and in some cases use this funding to substitute council funding that would otherwise have been used; instead using that council funding to contribute to dealing with other financial pressures.

### 1.2 Who will the proposal have the potential to affect?

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                             | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services                     | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments:   |   |   |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

There is no equality impact identified as this proposal raises income and potentially offsets financial pressures to help avoid making savings elsewhere.

It is possible, but not likely, that there may be some very limited workforce impacts as the nature of Common Activities can mean redesigning, moving or reducing posts. Therefore this EQIA should be read in conjunction with the wider EQIA about Workforce prepared for this budget process. Should there be potential impacts directly relating to this proposal that are identified as it progresses, this EQIA will be revisited and completed in full.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|   |                           |
|---|---------------------------|
| <b>Equality and Inclusion Team Review:</b><br><b><i>Reviewed by Equality and Inclusion Team</i></b> | <b>Director Sign-Off:</b> |
|---|---------------------------|

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

|                  |  |
|------------------|--|
|                  | Tim Borrett, Director: Policy, Strategy and Partnerships |
| Date: 30/12/2021 | Date: 30/12/2021   |



|   |   |
|---|---|
| Title: Budget Proposal – Corporate Landlord         |   |
| <input checked="" type="checkbox"/> Budget Proposal | <input checked="" type="checkbox"/> Changing                  |
| Directorate: Workforce and Change                   | Lead Officer name: David Martin                               |
| Service Area: Facilities Management and Property    | Lead Officer role: Head of Facilities Management and Property |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Every year, we agree on a budget for the following year which shows how much money we will be able to spend on the services we provide. The money the council has available to spend on delivering day-to-day services to citizens is called the revenue budget. Bristol City Council is required by law to set a balanced budget however we face a large potential gap in our core budget next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.



### This proposal:

Review of council-owned buildings in light of new ways of working following Covid. To look at reducing the number of buildings we use for office space, whilst making sure they have good quality facilities, and reducing our carbon footprint.

This also includes related proposals “Divestment – Non Core Business & Investment” and “Undervalue disposals and Subsidies”.

A more specific EQIA process will be undertaken when it is known which buildings may be vacated.

## 1.2 Who will the proposal have the potential to affect?

|  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services                     | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:   |  |  |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If ‘Yes’ complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

|  |
|--|
|  |
|--|

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| <b>Data / Evidence Source</b><br>[Include a reference where known]   | <b>Summary of what this tells us</b>  |
|--|---|
| <u>Census 2011</u> and <u>Census 2021</u><br><br><u>2011 Census Key Statistics About Equalities Communities</u>      | The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)   |
| <u>The population of Bristol</u>   | Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.   |
| <u>New wards: data profiles</u><br><br><u>Ward Profiles - Power BI tool</u>  | The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.   |
| <u>Bristol Quality of Life survey 2020/21 final report</u><br><br><u>Quality of Life 2020-21 — Open Data Bristol</u> | <p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online &amp; paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.</p> <p>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation.</p>   |
| <u>Citizens' Assembly</u>  | The citizens' assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.  |
| <u>Joint Strategic Needs Assessment (JSNA)</u>   | The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery. |
| <u>Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk)</u> December 2021          | Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19 on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting 'take homes'. This highlights the importance of not treating ethnic minorities like a   |

|   | <p>homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences.</p>   |  |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
|---|--|--|-------------------------------|--|-----------|-------|-------|-----------|-------|-------|-----------|-------|-------|-----------|-------|-------|----------|------|-------|-----------------------|------|------|-----------------------|------|------|-----------------|------|------|---------------------|------|------|-------|-------|-------|--------|-------|-------|------|-------|-------|-------------------------|------|---|-----------|-------|-------|-----------------------|------|------|--------------------|-------|-------|--------------------------|------|------|-------|------|---|
| <p><a href="#">HR Analytics: Power BI reports (sharepoint.com)</a> [internal link only]</p> <p><a href="#">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB)</a> Appendix – Workforce Diversity Data – summary analysis</p>            | <p>The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).</p> <table border="1" data-bbox="651 680 1517 1641"> <thead> <tr> <th></th> <th>BCC headcount % (30 Nov 2021)</th> <th>Bristol Working Age Population (16-64)</th> </tr> </thead> <tbody> <tr><td>Age 16-29</td><td>12.7%</td><td>39.0%</td></tr> <tr><td>Age 30-39</td><td>22.2%</td><td>24.0%</td></tr> <tr><td>Age 40-49</td><td>24.4%</td><td>16.0%</td></tr> <tr><td>Age 50-64</td><td>40.7%</td><td>21.0%</td></tr> <tr><td>Disabled</td><td>9.0%</td><td>12.0%</td></tr> <tr><td>Asian / Asian British</td><td>2.6%</td><td>5.8%</td></tr> <tr><td>Black / Black British</td><td>5.1%</td><td>5.3%</td></tr> <tr><td>Mixed ethnicity</td><td>3.5%</td><td>2.9%</td></tr> <tr><td>Other ethnic groups</td><td>0.5%</td><td>1.0%</td></tr> <tr><td>White</td><td>80.2%</td><td>85.0%</td></tr> <tr><td>Female</td><td>60.4%</td><td>49.0%</td></tr> <tr><td>Male</td><td>39.2%</td><td>51.0%</td></tr> <tr><td>Use another gender term</td><td>0.1%</td><td>-</td></tr> <tr><td>Christian</td><td>26.5%</td><td>43.5%</td></tr> <tr><td>Other religion/belief</td><td>6.7%</td><td>7.3%</td></tr> <tr><td>No religion/belief</td><td>39.8%</td><td>41.5%</td></tr> <tr><td>Lesbian, Gay or Bisexual</td><td>5.6%</td><td>9.1%</td></tr> <tr><td>Trans</td><td>0.1%</td><td>-</td></tr> </tbody> </table> |  | BCC headcount % (30 Nov 2021) | Bristol Working Age Population (16-64) | Age 16-29 | 12.7% | 39.0% | Age 30-39 | 22.2% | 24.0% | Age 40-49 | 24.4% | 16.0% | Age 50-64 | 40.7% | 21.0% | Disabled | 9.0% | 12.0% | Asian / Asian British | 2.6% | 5.8% | Black / Black British | 5.1% | 5.3% | Mixed ethnicity | 3.5% | 2.9% | Other ethnic groups | 0.5% | 1.0% | White | 80.2% | 85.0% | Female | 60.4% | 49.0% | Male | 39.2% | 51.0% | Use another gender term | 0.1% | - | Christian | 26.5% | 43.5% | Other religion/belief | 6.7% | 7.3% | No religion/belief | 39.8% | 41.5% | Lesbian, Gay or Bisexual | 5.6% | 9.1% | Trans | 0.1% | - |
|   | BCC headcount % (30 Nov 2021)  | Bristol Working Age Population (16-64) |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| Age 16-29   | 12.7%  | 39.0%                                  |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| Age 30-39   | 22.2%  | 24.0%                                  |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| Age 40-49   | 24.4%  | 16.0%                                  |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| Age 50-64   | 40.7%  | 21.0%                                  |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| Disabled  | 9.0%   | 12.0%                                  |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| Asian / Asian British   | 2.6%   | 5.8%                                   |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| Black / Black British   | 5.1%   | 5.3%                                   |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| Mixed ethnicity   | 3.5%   | 2.9%                                   |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| Other ethnic groups   | 0.5%   | 1.0%                                   |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| White   | 80.2%  | 85.0%                                  |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| Female  | 60.4%  | 49.0%                                  |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| Male  | 39.2%  | 51.0%                                  |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| Use another gender term   | 0.1%   | -                                      |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| Christian   | 26.5%  | 43.5%                                  |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| Other religion/belief   | 6.7%   | 7.3%                                   |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| No religion/belief  | 39.8%  | 41.5%                                  |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| Lesbian, Gay or Bisexual  | 5.6%   | 9.1%                                   |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| Trans   | 0.1%   | -                                      |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |
| <p>Additional sources of useful workforce evidence include the <a href="#">Employee Staff Survey Report</a>, <a href="#">Pulse surveys</a> and <a href="#">Stress Risk Assessment Form</a> completed by individuals and teams [internal links only]</p> | <p>We run an annual employee survey to understand the organisation’s culture. We do not have 2021 results yet however our 2020 staff survey tells us that:</p> <ul style="list-style-type: none"> <li>• There was an overall improvement in positive responses since the 2019 survey</li> <li>• A significant increase in colleagues feeling they are listened to and their opinions count – 65% positive response (56% in 2019)</li> <li>• 78% agreed ‘I am treated with dignity and respect’ (73% in 2019)</li> <li>• 77% agreed ‘I feel able to be myself in the workplace’ (73% in 2019)</li> <li>• Responses on organisation’s approach to challenging unfair or poor behaviour are improved but remain lower relative to the positive response rates for other questions in the survey:</li> </ul>   |  |                               |  |           |       |       |           |       |       |           |       |       |           |       |       |          |      |       |                       |      |      |                       |      |      |                 |      |      |                     |      |      |       |       |       |        |       |       |      |       |       |                         |      |   |           |       |       |                       |      |      |                    |       |       |                          |      |      |       |      |   |

- 56% of colleagues agreed 'I feel confident that I can raise issues about poor behaviour or practices, and it will be responded to effectively'
- 49% agreed 'I feel confident that I can use our whistleblowing procedures, without risk of detrimental treatment, if I suspect wrongdoing within the council' (new question for 2020)
- 57% agreed 'I feel this is a workplace which supports good mental health and wellbeing'

This survey includes a set of questions related to working environment and fairness with respect to specific protected characteristics. 2020 results show that overall, there was an improvement in positive responses and that there is no increase in negative responses for any group. 79% of employees believed the council is committed to creating a diverse and inclusive environment. 81% of employees felt overall they are treated fairly as an employee of Bristol City Council

We ran 'Ways of Working' surveys in May and October 2020<sup>11</sup> to ask staff about the benefits, challenges and opportunities of our new ways of working during coronavirus:

- 80% of colleagues had asked for and received the equipment they needed to be able to work remotely / from home
- 21% of colleagues reported an increase in their opinion of leadership, with 69% remaining unchanged, and 7% reporting a deterioration in their opinion of leadership during lockdown
- 53% of colleagues said they were having 1:1s with line managers at least weekly, and 83% said their manager understood their current work from home situation
- 18% said their team relationships had improved during lockdown, and 14% said it had deteriorated
- 36% of colleagues reported a deterioration in their mental health during lockdown
- 84% of colleagues felt well-informed by corporate communications during lockdown

Nomis - Official Labour Market Statistics (nomisweb.co.uk)

Business demography, UK - Office for National Statistics (ons.gov.uk)

Within the West of England, Bristol is the primary economic centre and prior to COVID-19 nearly half of all the jobs (44.8%) and enterprises (40.1%) were located in Bristol. The employment rate in Bristol is the second highest of the UK core cities and above the national average at 75.4%. Bristol has a higher proportion of people employed in managerial, professional and technical roles (58% compared to 50% for Great Britain).

While the diverse and high skilled economy of the city has provided protection for some of our key industries and employment, there has been significant impact on key sectors e.g. hospitality, retail and leisure. 12,300 working age residents were unemployed in the 12 months ending December 2020, a rate of 4.6% equal to the UK unemployment rate (model based). In July 2021 16,585 working age residents were claiming out of work benefits, this represents 5.2% of the city's working age population. The overall claimant count includes 2,890 young people aged 16-24 years (17% of claimants) and 3,175 residents aged 50 years and over (19% of claimants).

|   |   |
|---|---|
|   | In 2020 there were 22,780 business units in Bristol (VAT / PAYE registered), 18,560 business units (over 81%) with 0-9 employees and therefore classified as micro businesses. Just under 19% of registered businesses in 2020 were private sector employers with 10-250 people. Bristol had 91.3 business start-ups per 10,000 working age population in 2019. |
| <u>Designing a new social reality - Research on the impact of covid-19 on Bristol's VCSE sector and what the future should be – Black South West Network 2020</u> | 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.   |
| <u>Delivering an inclusive economy post COVID-19</u>  | Our local partners have conducted some research into the impact of covid and women, and provides recommendations on what service providers can do to reduce impact further impact   |

Council offices are used by our employees and also visited and used by citizens, professionals and other stakeholders for meetings, events and other reasons. We know there are significant disparities in the extent to which people experience transport and accessibility issues in the city based on their characteristics:

| <a href="#">Quality of Life in Bristol 2020-2021</a> | % for whom inaccessible public transport prevents them from leaving their home when they want to | % satisfied with the local bus service | % who cycle to work | % who drive to work | % who get a lift to work as a car passenger | % who take the bus to work | % who take the train to work | % who walk to work |
|--|--|--|---------------------|---------------------|---|----------------------------|------------------------------|--------------------|
| Characteristic                                       | % Percentage   | % Percentage                           | % Percentage        | % Percentage        | % Percentage                                | % Percentage               | % Percentage                 | % Percentage       |
| 16 to 24 years                                       | 8.4  | 59.5                                   | 11.4                | 9.6                 | 2.8   | 21.4                       | 4.7                          | 46.2               |
| 50 years and older                                   | 7.8  | 61.1                                   | 8.8                 | 42.9                | 3   | 13.7                       | 1.5                          | 12.9               |
| 65 years and older                                   | 8.9  | 66.6                                   | 2.6                 | 38                  | 3.3   | 17.7                       | 1.2                          | 7.6                |
| Female   | 10.3   | 56.5                                   | 11                  | 36.1                | 3.8   | 15.1                       | 2.4                          | 23.6               |
| Male   | 7.5  | 57.3                                   | 18.9                | 38.9                | 1   | 9.2                        | 3                            | 19.8               |
| Disabled   | 16.4   | 50.3                                   | 6.3                 | 30.9                | 4.4   | 23.3                       | 1.3                          | 8.1                |
| Black Asian & Minority Ethnic                        | 9.9  | 60.1                                   | 13.5                | 33.9                | 3.7   | 18.2                       | 2.9                          | 23.1               |
| White Minority Ethnic                                | 10   | 54.9                                   | 16.9                | 26.7                | 3.3   | 16.3                       | 1.5                          | 28.5               |
| White British  | 8.6  | 56.7                                   | 14.9                | 39.4                | 2.1   | 10.8                       | 2.8                          | 20.4               |
| Asian/Asian British                                  | 10.3   | 57.5                                   | 10.7                | 39                  | 6.6   | 13.4                       | 1.2                          | 23.1               |
| Black/Black British                                  | 5.5  | 63.8                                   | 10                  | 37.4                | 1.5   | 29.2                       | 3.5                          | 17.6               |
| Mixed Ethnicity                                      | 11.8   | 59.2                                   | 19.4                | 25.5                | 1.5   | 17.8                       | 5.1                          | 27.3               |
| White  | 8.8  | 56.5                                   | 15.2                | 37.8                | 2.3   | 11.5                       | 2.7                          | 21.4               |
| Lesbian Gay or Bisexual                              | 12.9   | 53.8                                   | 19.1                | 23.8                | 1.6   | 23.3                       | 2.3                          | 23.2               |
| No Religion or Faith                                 | 9  | 53.6                                   | 18                  | 34.1                | 2   | 11                         | 2.7                          | 25.2               |
| Christian Religion                                   | 8.3  | 63.3                                   | 9.4                 | 43                  | 3.3   | 14.1                       | 2.9                          | 15.7               |
| Other Religions                                      | 12.7   | 54.8                                   | 14                  | 37.5                | 2.7   | 13.7                       | 1.4                          | 20.2               |
| Carer  | 10.4   | 52.9                                   | 12.1                | 42                  | 2.2   | 12.3                       | 1.6                          | 19.1               |
| Full Time Carer                                      | 14.2   | 47.4                                   | 1.1                 | 44.4                | 3.5   | 17.9                       | 0                            | 16.4               |
| Part Time Carer                                      | 9.3  | 54.6                                   | 15                  | 41.3                | 1.8   | 10.9                       | 2                            | 19.8               |
| Single Parent  | 7.6  | 54.7                                   | 10.5                | 51.5                | 2.6   | 7.4                        | 0                            | 19.9               |

|                        |            |             |           |             |            |             |            |             |
|------------------------|------------|-------------|-----------|-------------|------------|-------------|------------|-------------|
| Two Parent             | 7.5        | 54.5        | 21.5      | 47          | 1.1        | 6.2         | 1.9        | 16.8        |
| Parent (all)           | 7.6        | 54.6        | 20.1      | 47.7        | 1.3        | 6.4         | 1.6        | 17.3        |
| No Qualifications      | 8.8        | 63.8        | 2.6       | 33.3        | 5.7        | 23.6        | 1.2        | 7           |
| Non-Degree Qualified   | 10.1       | 57.4        | 6.7       | 42.6        | 4.4        | 15.3        | 1.1        | 18          |
| Degree Qualified       | 8.6        | 55.5        | 19.6      | 35.6        | 1.3        | 9.8         | 3.4        | 24.4        |
| Rented (Council)       | 13.4       | 59.7        | 3         | 33.6        | 4.9        | 28.9        | 0.4        | 16.1        |
| Rented (HA)            | 9.3        | 67.4        | 8.6       | 18.4        | 0.9        | 26.4        | 0          | 38.4        |
| Rented (Private)       | 11.2       | 55.8        | 14.8      | 22.4        | 2.5        | 15.9        | 4.1        | 34.9        |
| Owner Occupier         | 7.9        | 56.2        | 16.4      | 43.3        | 2.3        | 8.7         | 2.5        | 17.3        |
| Most Deprived 10%      | 9.8        | 54.9        | 11.8      | 40.4        | 2.6        | 17.6        | 1.4        | 16.6        |
| <b>Bristol Average</b> | <b>9.1</b> | <b>56.6</b> | <b>15</b> | <b>37.3</b> | <b>2.4</b> | <b>12.3</b> | <b>2.6</b> | <b>21.6</b> |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation. We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

As the Corporate Landlord savings proposals are at an early stage we have not yet engaged with employees and internal stakeholders. We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

We will proactively involve the Council's staff led groups, Trades Union Representatives, and key external equalities stakeholders in further development, co-production and implementation of any specific proposals regarding changes or closures to the use of Council accommodation.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### **GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

Reducing office accommodation is likely to have a disproportionate impact on some employees including those who are more reliant on car parking or public transport (Age, Disability, Pregnancy/Maternity). We will provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities; and continue to provide multi-faith spaces at our main working sites.

Increased pressure on building spaces may have a disproportionate impact on a) employees with additional access requirements; b) the capacity of citizen/neighbourhood focused teams to host face to face meetings with community representatives; c) the capacity to host free-of-charge events on behalf of equality led community organisations. We will further consider ways to mitigate / prioritise this.

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

<sup>1</sup> Bristol judgment clarifies Councils' Budget consultation duties - The Consultation Institute

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

Because the underlying reasons for the Council’s budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people’s needs will still be met by other / external provision if we reduce or decommission our existing services.

Where budget proposals are likely to impact on our workforce we will follow the ‘Management of Change’ guidance for internal consultation and seek advice from diversity consultants in the Equality and Inclusion Team to mitigate risks of discrimination. For proposals which are likely to impact external workforce teams e.g. in commissioned services, we will consider any likely disproportionate impacts of TUPE transfer arrangements etc.

Where proposals relate to changing work locations or conditions we will also consider the impact on those who may be more reliant on car parking or public transport; provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; and promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities and those from faith groups etc.

As there is evidence showing that lack of equity in funding and procurement has eroded the local voluntary and community sector, we need to consider the extent to which any proposed reductions in Council accommodation may have a disproportionate impact on smaller organisations which are led by and/or support local equalities communities.

We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics ,which we have taken into account in making this budget proposal (detailed below).

**PROTECTED CHARACTERISTICS**

|                          |  |
|--------------------------|--|
| <b>Age: Young People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Workforce efficiencies and changes may have a disproportionate impact on younger employees who are more likely to be employed on fixed term contracts and a large proportion of under 35's are leaving after the end of a fixed term contract. The impact of increased working from home during COVID-19 restrictions can make it harder for younger and newer employees to be fully part of pre-existing teams.</li> <li>• Young people are often under-represented in engagement and consultation and in Bristol are less satisfied than average with the way the council runs things.</li> <li>• Children and young people in Bristol are considerably more ethnically diverse than the overall population of Bristol.</li> <li>• Young people in Bristol are more likely to: <ul style="list-style-type: none"> <li>○ have poor emotional health and wellbeing</li> <li>○ find inaccessible public transport prevents them from leaving their home when they want to</li> <li>○ 6.8% of 16-17 year olds (2020/21) were “not in education, employment or training” (NEET)</li> </ul> </li> <li>• Young adults are most likely to have lost work or seen their income drop because of COVID-19</li> </ul> |
| Mitigations:             | We will further consider the needs of young younger employees and the potential impact of reduced accommodation including liaison and co-design with the Young Professionals Network staff led group.  |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |



|                    |   |
|--------------------|---|
| Potential impacts: | <ul style="list-style-type: none"> <li>• Workforce efficiencies and changes may have a disproportionate impact on older employees especially if they are closer to retirement age – see general comments above re. mitigating risks of discrimination.</li> <li>• Older people in Bristol are: <ul style="list-style-type: none"> <li>○ Less likely to be comfortable using digital services</li> <li>○ more reliant on public and community transport</li> <li>○ more likely to be an unpaid carer</li> </ul> </li> <li>• We must factor aging and the needs of older people into long term budgeting and service design</li> </ul>  |
| Mitigations:       | See general comments above  |
| <b>Disability</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts: | <ul style="list-style-type: none"> <li>• Disabled people have lower car ownership levels but those who do are likely to be dependent on having their own transport</li> <li>• Disabled people are less likely to find local public transport accessible or satisfactory.</li> <li>• As building become busier they become louder which can have a disproportionate impact on people with hearing loss; wheelchair users; and people with neurodiverse conditions and sensory sensitivities.</li> <li>• Workforce efficiencies and changes may have a disproportionate impact on disabled colleagues unless emerging accessibility issues are adequately mitigated through ongoing equality impact assessment and liaison with the Disabled Colleagues Network prior to implementation.</li> <li>• The overall proportion of disabled employees in the Council has been stable and slowly increasing, however there is a disability pay gap and disabled employees are over-represented in those submitting grievances, and subject to disciplinaries. This should be addressed through a range of positive action initiatives.</li> <li>• 17% of Bristol’s population are disabled. There are more disabled women than men living in Bristol.</li> <li>• The UK Disability pay gap is 20% (2020)</li> <li>• There is a disproportionate impact of COVID-19 on disabled people <a href="https://www.gov.uk/government/news/the-lived-experience-of-disabled-people-during-the-covid-19-pandemic">The lived experience of disabled people during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a></li> <li>• Disabled people are less likely to be employed in a managerial or professional occupation therefore may be disproportionately impacted by proposals to close satellite locations with high numbers of lower paid workers</li> <li>• 22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population, and are more likely to work part time.</li> <li>• Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>• Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> </ul> |
| Mitigations:       | <ul style="list-style-type: none"> <li>• We will further consider the needs disabled employees and the potential impact of reduced accommodation including liaison and co-design with Disabled Colleagues Network staff led group.</li> <li>• We will ensure that there are sufficient disabled parking bays to meet an increase in the numbers of disabled staff working from main office spaces who need them.</li> <li>• Budget setting needs to provide sufficient resource and flexibility to meet our legal duty to make anticipatory and responsive reasonable adjustments for disabled people including: <ul style="list-style-type: none"> <li>○ changing the way that things are done e.g. opening / working times;</li> </ul> </li> </ul>  |

|                              |  |
|------------------------------|--|
|                              | <ul style="list-style-type: none"> <li>○ changes to overcome barriers created by the physical features of premises.</li> <li>○ providing auxiliary aids e.g. extra equipment or a different or additional service.</li> <li>○ is 'anticipatory' so we must think in advance and ongoing about what disabled people might reasonably need.</li> </ul>   |
| <b>Sex</b>                   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• Women still bear the majority of caring responsibilities for both children and older relatives so are likely to be disproportionately impacted by changes to travel and commuting or other working arrangements.</li> <li>• Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership.</li> <li>• Nationally the gender pay gap was 15.5% in 2020. This shows the relative pay gap between female and male employees and how the balance of pay is distributed in an organisation irrespective of equal pay for job roles.</li> <li>• Services and workplace requirements (e.g. toilets and changing facilities) may not take into consideration the impact of women's reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.</li> <li>• Young women between the ages of 16 and 24 have higher risk of common mental health problems and higher rates of self-harm and post-traumatic stress disorder etc.</li> </ul>   |
| Mitigations:                 | Workforce efficiencies and changes will have a disproportionate impact on women as 60% of employees, however there is wide variance in the proportion of female and male employees between teams. Female employees are much more likely to work part time which is likely to be because of unpaid caring responsibilities for children and older adults. This can be partly mitigated through the Council's Flexible Working Policy and we are committed to helping all employees achieve a balance between their working life and other priorities such as parental and caring responsibilities etc.  |
| <b>Sexual orientation</b>    | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• The proportion of LBG employees in the Council workforce is steadily increasing. 10% of new starters say they are lesbian, gay or bisexual in confidential diversity monitoring.</li> <li>• Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse</li> <li>• 1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT.</li> <li>• More than a third of LGBT staff have hidden or disguised that they're LGBT at work in the last year because they were afraid of discrimination.</li> <li>• 1 in 10 Black, Asian and Minority Ethnic LGBT staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBT staff</li> <li>• One in four lesbian and bisexual women have experienced domestic abuse in a relationship, one third of them were abused by a man. Almost half of all gay and bisexual men have experienced at least one incident of domestic abuse from either a family member or a partner since the age of 16.</li> </ul> |
| Mitigations:                 | Workforce efficiencies and changes may have a disproportionate impact on sexual orientation if relocated lesbian, gay and bisexual staff have concerns about discrimination in their new setting. The Council is committed to promoting an inclusive working environment and challenging discriminatory behaviour.   |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |

|                            |  |
|----------------------------|--|
| Potential impacts:         | <ul style="list-style-type: none"> <li>• The Equality Act 2010 applies to those who are pregnant or have given birth in the past 26 weeks, as well as making provisions to protect the rights of breastfeeding mothers.</li> <li>• Around 80% of women will give birth and many women will also experience termination, miscarriage and stillbirth</li> <li>• In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes)</li> <li>• Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements</li> </ul>  |
| Mitigations:               | See general comments above   |
| <b>Gender reassignment</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:         | <ul style="list-style-type: none"> <li>• As sexual orientation above Transgender people are statistically more vulnerable to verbal and physical abuse. Transgender people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.</li> <li>• 1 in 8 Trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were Trans</li> </ul>  |
| Mitigations:               | Workforce efficiencies and changes may have a disproportionate impact on relocated trans employees if they have concerns about discrimination in their new setting. The Council is committed to promoting an inclusive working environment and challenging discriminatory behaviour.   |
| <b>Race</b>                | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:         | <ul style="list-style-type: none"> <li>• Black, Asian and minority ethnic people are disproportionately impacted by COVID-19</li> <li>• Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people<sup>2</sup>.</li> <li>• In the last census (2011) 16% of the population belonged to a Black, Asian or minority ethnic group and this is likely to be higher now.</li> <li>• The top three countries of birth outside UK for Bristol residents are Poland, Somalia and India.</li> <li>• Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people.</li> <li>• Re. capacity to work from home: Black, Asian and minority ethnic households are less likely to own their home and more likely to living in overcrowded housing and intergenerational households. Bangladeshi and Pakistani groups are more likely to live in multi-family households.</li> <li>• Black people in the UK are less likely to hold a driving licence and more likely to rely on public transport.</li> <li>• Black Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they want to</li> <li>• Organisations may lack cultural competence because Black, Asian and minority staff are under- represented.</li> <li>• Black Asian and minority ethnic people are underrepresented in political and civic leadership.</li> <li>• People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul> |
| Mitigations:               | Workforce efficiencies and changes may have a disproportionate impact on Black, Asian and minority ethnic employees who proportionally under-represented on higher salary  |

<sup>2</sup> CoDE Briefing Bristol v2.pdf (runnymedetrust.org)

|   |  |
|---|--|
|   | bands, and statistically more likely to raise formal grievances and be subject to disciplinaries. This should be mitigated through engagement and codesign with the EmbrACE staff led group and consideration of specific race equality actions as part of further development of proposals  |
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• Council workforce efficiencies and changes may have a disproportionate impact on some faith groups as the category "Other religion or belief" is disproportionately represented at the lowest salary bracket of Council employees who are more likely to currently work in satellite locations.</li> <li>• There are at least 45 religions represented in Bristol. Approximately 1 in 20 people in Bristol are Muslims, and Islam is the second religion in Bristol after Christianity</li> <li>• Budget proposals should take into account differing needs because of people's religion and belief (for example different requirements around diet, life events, and holidays)</li> </ul>  |
| Mitigations:                            | <ul style="list-style-type: none"> <li>• Continue to promote flexible working patterns wherever possible to accommodate faith holidays and prayer requirements etc.</li> <li>• Having a designated multi-faith room in main buildings will make workplaces more accessible and friendly for people from faith groups where regular prayer is required.</li> </ul>  |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>   |  |
| <b>Socio-Economic (deprivation)</b>     | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• Proposed workforce efficiencies and changes may have a disproportionate impact on lower paid employees and those on fixed term contracts (who are also more likely to be in the protected characteristic groups considered above).</li> <li>• Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>• In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>• 9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (BEIS, 2020)</li> </ul>  |
| Mitigations:                            | See general comments above   |
| <b>Carers</b>                           | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• Whilst the increasing move towards hybrid working is beneficial for some employees with caring responsibilities, proposed workforce efficiencies and changes can have a disproportionate impact if there are significant alterations made to travel requirements or working patterns. We will promote flexible working patterns and consider the needs of those who may be more dependent on vehicle use as part of any Management of Change Process.</li> <li>• Carers are more likely to be dependent of having their own transport, and find public transport less accessible and satisfactory</li> <li>• Being a carer can be a huge barrier to accessing services and maintaining employment</li> <li>• We need to consider the timing/availability of services, events etc. to allow flexibility for carers.</li> <li>• As with Disability and Pregnancy and Maternity – policies which aim to restrict driving or parking can have a disproportionate impact on people who are reliant on having their own transport.</li> <li>• Studies show around 65% of adults have provided unpaid care for a loved one.</li> </ul> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> <li>• Young carers are often hidden and may not recognise themselves as carers_</li> </ul> |
| Mitigations:   | See general comments above   |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   |  |
| Mitigations:   |  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

At this stage it is difficult to answer this with overall clarity as we do not know which buildings we will be looking to potentially close, subsequently it is hard to articulate an appropriate response at this stage. Further work will be required as we move forward with an options analysis.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

Reducing office accommodation is likely to have a disproportionate impact on some employees including those who are more reliant on car parking or public transport (Age, Disability, Pregnancy/Maternity). We will work with staff-led groups and equalities stakeholders to ensure that more detailed proposals are as accessible and inclusive as possible. We will provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities; and continue to provide multi-faith spaces at our main working sites.

#### Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

There is an opportunity to advance equality of opportunity through co-design of detailed proposals with staff-led groups and equalities stakeholders. The reduction of office buildings will mean reduced revenue costs from repair and maintenance, utilities and other running costs.

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required   | Responsible Officer | Timescale            |
|---|---------------------|----------------------|
| Engagement and co-design of detailed proposals with staff led group involvement | David Martin        | Q1 2022-23 - ongoing |

### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

|   |
|---|
| Annual staff satisfaction survey and pulse surveys<br>Existing workforce KPIs |
|---|

### Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>3</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>John Walsh, Director: Workforce & Change |
| Date: 7/1/2022   | Date: 6/1/2022  |

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<sup>3</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |  |
|---|--|
| Title: Budget Proposal - Discretionary Giving       |  |
| <input checked="" type="checkbox"/> Budget Proposal | <input checked="" type="checkbox"/> Changing                   |
| Directorate: Resources                              | Lead Officer name: Tim Borrett                                 |
| Service Area: Policy, Strategy and Partnerships     | Lead Officer role: Director: Policy, Strategy and Partnerships |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

### This proposal:

This proposal is to pilot new approaches to encouraging discretionary giving by members of the public to causes related to the city's key challenges and the council's priorities (identified in its Corporate Strategy 2022-27), which can fund core activity that has a social purpose and/or bring in additional financing to City Funds, VCSE partners, and charitable causes.

Whilst it would mainly raise money 'over and above' council spending, there may be some circumstances where a portion of proceeds offsets council spending or helps prevent the need for expenditure. This would be made clear in the terms and conditions and clearly publicised to potential givers to ensure transparency.

## 1.2 Who will the proposal have the potential to affect?

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                             | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services                     | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments:   |   |   |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

Whilst no negative equality impacts are anticipated at this very early stage of developing the proposal, there are some risks we should be mindful of. Because of this, some details are included below in sections 2 – 4 that would not normally be included when no equality impact is identified. This EQIA will remain 'live' throughout further development of the proposal to ensure it remains an active consideration.

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of



council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known] | Summary of what this tells us |
|---|-------------------------------|
|   |                               |
|   |                               |
|   |                               |
|   |                               |
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|   |                               |
| <b>Additional comments:</b>                                 |                               |

**2.2 Do you currently monitor relevant activity by the following protected characteristics?**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Age                            | <input type="checkbox"/> Disability          | <input type="checkbox"/> Gender Reassignment |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity | <input type="checkbox"/> Race                |
| <input type="checkbox"/> Religion or Belief             | <input type="checkbox"/> Sex                 | <input type="checkbox"/> Sexual Orientation  |

**2.3 Are there any gaps in the evidence base?**

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation.

We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

As discretionary giving proposals are developed, we will need to consider the evidence base and available data for each topic individually.

**2.4 How have you involved communities and groups that could be affected?**

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

There has been no engagement or consultation to date about this particular proposal.

However, we held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

One of the broad areas we asked about was 'Be more business-like and secure more external resource', which is how we would categorise this proposal. Whilst the concept of discretionary giving was not explicitly listed in this category's description, the category was agreed with by 78% of respondents (based on online survey returns only). The category was described as:

"When we charge clients, partners or citizens for goods or services, we may do so at the kind of market rates that you'd expect from a private business and reducing subsidies by other taxpayers. We may seek to secure more grants and external funding for services and activities, and collect debts which are owed to us ethically, but more effectively."

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

We will engage with representatives from the VCSE sector and City Funds as we design our approach, potentially co-designing it with them to ensure it is as complementary as possible to existing similar initiatives and doing our best to avoid direct competition with VCSE organisations. If we carefully select our pilot areas it may be possible to design this as something which brings additional benefit to VCSE organisations and/or City Funds, for example by focusing on shared issues for fund-raising, or setting a council target and threshold above which any funds are donated to complementary local causes. Any such arrangements would be made clear in terms and conditions and clearly publicised to potential givers to ensure transparency.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### GENERAL COMMENTS

At this early stage we cannot predict any potential disproportionate impacts, but as there is a finite pool of money likely to be donated and an already competitive charitable sector, we cannot rule out that any giving to the causes we identify could impact on giving to other worthy causes. We seek to limit this in how we design initiatives,

as described in Section 2.5. Any initiative would be likely to need its own Equality Impact Assessment to help ensure we understand any impacts and are clear about them.

We will also need to design interventions sympathetically to avoid any unintended consequences. As a hypothetical and untested example, if we installed ‘tap to give’ points in parks to help contribute towards their maintenance and improvement, we would need to consider issues such as:

- Ensuring funding was not ringfenced to a specific park (to avoid parks in richer areas being likely to benefit from improvements whilst those in more deprived areas did not)
- Giving points being designed and installed carefully in locations where people who may not be able to give (or simply may not wish to) do not feel embarrassed or discouraged from visiting the park because of this

**PROTECTED CHARACTERISTICS**

|   |  |
|---|--|
| <b>Age: Young People</b>                | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      | •  |
| Mitigations:                            |  |
| <b>Age: Older People</b>                | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      | •  |
| Mitigations:                            | See general comments above   |
| <b>Disability</b>                       | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      | •  |
| Mitigations:                            | See general comments above   |
| <b>Sex</b>                              | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      | •  |
| Mitigations:                            | See general comments above   |
| <b>Sexual orientation</b>               | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      | •  |
| Mitigations:                            | See general comments above   |
| <b>Pregnancy / Maternity</b>            | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      | •  |
| Mitigations:                            | See general comments above   |
| <b>Gender reassignment</b>              | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      | •  |
| Mitigations:                            | See general comments above   |
| <b>Race</b>                             | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      | •  |
| Mitigations:                            | See general comments above   |
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      | •  |
| Mitigations:                            | See general comments above   |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                      |  |
| Mitigations:                            |  |

**OTHER RELEVANT CHARACTERISTICS**

|                                     |  |
|-------------------------------------|--|
| <b>Socio-Economic (deprivation)</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                  |  |
| Mitigations:                        | See general comments above   |
| <b>Carers</b>                       | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Potential impacts:                  | •  |
| Mitigations:                        | See general comments above   |
| <b>Other groups</b>                 |  |
| Potential impacts:                  |  |

|              |  |
|--------------|--|
| Mitigations: |  |
|--------------|--|

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

It is likely that the proposal will result in multiple positive impacts, as giving could enable us to make discretionary service and amenity improvements we could otherwise not afford; and may also offset or prevent cuts in services. Because initiatives would be selected based partly on their equality impact (as part of the council's Corporate Strategy 'building block' of Equality and Inclusion committing to pro-actively and intentionally designing this in to our work), they would often have beneficial impacts and this would be likely to particularly benefit those from socio-economically deprived backgrounds.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

**Summary of significant negative impacts and how they can be mitigated or justified:**

Whilst none are identified, there are risks of unintended or indirect impacts. These may be avoided or mitigated through early engagement and potential co-design with the VCSE sector and City Funds, and through careful consideration, planning and equality assessment of individual discretionary giving initiatives.

**Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:**

The proposal is likely to create positive impacts by enabling us to make discretionary service and amenity improvements we could otherwise not afford; and may also offset or prevent cuts in services.

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required  | Responsible Officer                                       | Timescale |
|--|---|-----------|
| Engage with VCSE and City Fund representatives at a formative stage of the proposals and consider co-design opportunities. | Tim Borrett (or subsequent project owner once identified) | Q1 22/23  |
| Research the topic and seek appropriate legal (and other professional input) in creating a written Mandate.                | Tim Borrett (or subsequent project owner once identified) | Q1 22/23  |

| Improvement / action required  | Responsible Officer                                       | Timescale |
|--|---|-----------|
| Ensure individual EQIAs are completed as required for specific discretionary giving initiatives, and keep this document alive as a cumulative assessment of positive and negative impacts. | Tim Borrett (or subsequent project owner once identified) | Q1 22/23  |

### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

We will record outcomes from discretionary giving initiatives, including amounts raised and how the funds were used.

We will seek feedback from VCSE and City Fund representatives at regular intervals.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Tim Borrett, Director: Policy, Strategy and Partnerships |
| Date: 30/12/2021   | Date: 30/12/2021  |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |   |
|--|---|
| Title: Budget Proposal Strategic Business Review of Fees and Charges |   |
| <input checked="" type="checkbox"/> Budget Proposal                  | <input checked="" type="checkbox"/> Changing            |
| Directorate: Cross-cutting   | Lead Officer name: Tim Gibson                           |
| Service Area: Cross-cutting  | Lead Officer role: Interim Head of Financial Management |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

## Budget context

Every year, we agree on a budget for the following year which shows how much money we will be able to spend on the services we provide. The money the council has available to spend on delivering day-to-day services to citizens is called the revenue budget. Bristol City Council is required by law to set a balanced budget however we face a large potential gap in our core budget next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit and up and down the country councils are facing similar funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the immediate impact of the COVID-19 pandemic including the economic impact for low-income households; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND). At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes – and we expect this trend to continue for some time.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

### This proposal:

The proposal is to undertake a strategic review of all the Council's fees and charges (within a consolidated programme) ensuring these are aligned with similar practices across other authority areas and that charging opportunities are being applied for all goods and services and aligned to market rates. Efficiencies could be generated as there is potential that this review will identify new charging areas, lower rates than currently being applied and subsidies that have not gone through the standard approval process. Following the review, should there be new increases or above inflation uplifts proposed these will be subject to separate report, consultation if required and impact assessment.

## 1.2 Who will the proposal have the potential to affect?

|   |   |   |
|---|---|---|
| <input type="checkbox"/> Bristol City Council workforce   | <input checked="" type="checkbox"/> Service users                             | <input checked="" type="checkbox"/> The wider community |
| <input checked="" type="checkbox"/> Commissioned services | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |   |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                                     |   |                 |
|-------------------------------------|---|-----------------|
| <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> | [please select] |
|-------------------------------------|---|-----------------|

At this stage we have not identified any significant negative impact from the proposal because the areas which may be subject to increases in fees or charges have not yet been identified. These will however be evaluated as and when any specific fee increases are being considered and will be subject to a separate equality impact assessment process prior to any Cabinet decision. As well as considering any disproportionate impact on citizens and service users on the basis of their protected and other relevant characteristics, we will consider the extent to which increasing any fees and changes charges may have a disproportionate impact on small businesses and the local voluntary and community sector in particular for Black and minority ethnic led organisations, and for those who support equalities groups.

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |  |
|--|--|
| <p><b>Equality and Inclusion Team Review:</b><br/><i>Reviewed by Equality and Inclusion Team</i></p> | <p><b>Director Sign-Off:</b><br/>Denise Murray, Service Director - Finance</p> |
| Date: 7/1/2022   | Date: 07/01/22   |

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<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



# Equality Impact Assessment [version 2.9]



|   |                                    |
|---|------------------------------------|
| Title: Budget Proposal: Exmouth Camp – Annual Lease |                                    |
| <input checked="" type="checkbox"/> Budget Proposal | <input type="checkbox"/> Changing  |
| Directorate: People                                 | Lead Officer name: Ali Mannering   |
| Service Area: Trading with Schools                  | Lead Officer role: Head of Service |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal:**

To move away from direct responsibility of the annual lease of Exmouth Camp and engage in discussion with the National Trust (leaseholder) to support potential alternative use or the introduction of new provider. This is a traded service and school numbers have significantly declined over the past 10 years resulting in a financial loss for the Council. The buildings on the site are currently condemned. Savings of £30,000 are proposed.

**1.2 Who will the proposal have the potential to affect?**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |  |  |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.


If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

Although main service users have historically been school aged children we have not identified any significant impact from this savings proposal because the site is underused and in a derelict condition. However we will carry out a future Equality Impact Assessment as part of the dispersal of land process to ensure that we maximise future potential benefit for people on the basis of their protected and other relevant characteristics.

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br> |
| Date: 21/12/2021   | Date: 21/12/2021  |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |                                    |
|---|------------------------------------|
| Title: Budget Proposal: Education Welfare: Attendance Penalty Notice Activation |                                    |
| <input checked="" type="checkbox"/> Budget Proposal                             | <input type="checkbox"/> Changing  |
| Directorate: People   | Lead Officer name: Emma Lloyd      |
| Service Area: Inclusive City  | Lead Officer role: Head of Service |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal:**

Bring Local Authority Maintained schools in line with academies through introducing a nominal charge for first referral into Education Welfare for attendance penalty notices. £20k income generation proposed

**1.2 Who will the proposal have the potential to affect?**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |  |  |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.


If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

We have not identified any significant potential negative impact from this proposal. The actual process/format of issuing notices is not in scope, and only nominal charges will be applied with minimal impact expected for individual schools or settings.

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br> |
| Date: 21/12/2021   | Date: 21/12/2021  |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |                                    |
|---|------------------------------------|
| Title: Budget Proposal: Learning City – Improved Service Efficiency |                                    |
| <input checked="" type="checkbox"/> Budget Proposal                 | <input type="checkbox"/> Changing  |
| Directorate: People   | Lead Officer name: Richard Hanks   |
| Service Area: Learning City   | Lead Officer role: Head of Service |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal:**

- Deletion of a non-statutory post in the Learning City Team - post has been remained vacant as functions have been absorbed by the wider services. £45k savings proposed
- Website transition to EYEs (Early Years and Education) IT system, reduced annual site maintenance charges. £10k savings proposed

**1.2 Who will the proposal have the potential to affect?**

|  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services                     | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:   |  |  |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.


|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

We have not identified any significant negative impact from this savings proposal because:

- The Learning City Team post is for a vacancy that has remained unfilled for a period of time. The function was previously absorbed into other services, so we do not anticipate any disruption or reduction to service delivery
- The EYEs management system is supplied by an established provider which meets accessibility requirements and is compatible with assistive technology. However we will carry out an equality impact assessments prior to commissioning / implementation to ensure the solution is fully meets the diverse requirements of employees and service users.

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br> |
| Date: 21/12/2021   | Date: 21/12/2021  |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |                                    |
|--|------------------------------------|
| Title: Budget Proposal: Employment, Skills and Learning Efficiencies and Income Generation |                                    |
| <input checked="" type="checkbox"/> Budget Proposal  | <input type="checkbox"/> Changing  |
| Directorate: People  | Lead Officer name: Jane Taylor     |
| Service Area: Employment, Skills and Learning  | Lead Officer role: Head of Service |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal:**

- A combination of efficiency savings and income generation proposals to streamline service, having a blended approach, and reduce non-statutory work. £117k savings proposed [E5]
- The Post 16 statutory duties – to ensure recommissioning of external services brings best value, with consideration of amending the funding split for in-house and commissioned provision. £16k savings proposed [E6]
- A focus on management of external funding e.g. fund raising for enhancing non-statutory services across Employment, Skills and Learning. £11.8k savings proposed [E7]

**1.2 Who will the proposal have the potential to affect?**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |  |  |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

Efficiency and Income Generation: We have not identified any negative impact as there is no planned increase in charges to VSCO organisations and therefore, no impact on current services or local organisations. Income generated for non-statutory employment support is arising from successful major grant applications - enabling us to achieve cost efficiencies.

Post 16 Statutory Duties: We do not anticipate any significant negative impact from the saving proposal however there will be a small reduction with limited impact on service users. To ensure we are meeting the needs of Post 16 young people will carry out an equality impact assessment as part of the recommissioning process at a later date.


Management of External Funding: This will be a small reduction with minimal impact, which is due to be mitigated through increase in traded services – therefore no equality impact identified.

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br> |
| Date: 21/12/2021   | Date: 21/12/2021  |

# Equality Impact Assessment [version 2.9]



|  |  |
|--|--|
| Title: Improve Home to School Transport commissioning arrangements   |  |
| <input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service<br><input checked="" type="checkbox"/> Other [please state] <i>Change Programme / Budget Savings Proposal E8</i> | <input type="checkbox"/> New<br><input checked="" type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing |
| Directorate: Children's Services   | Lead Officer name: Gail Rogers   |
| Service Area: Commissioning  | Lead Officer role: Head of Children's Commissioning  |

## Step 1: What do we want to do?

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

The proposal is to decommission the current Home to School Travel framework agreement and run a competitive tender to establish a new Dynamic Purchasing System framework to deliver cost avoidance and respond to demand growth for the Service. For the purposes of 2022/23 budget setting this has an identified potential saving of £284,000 through drive five per cent efficiencies from third party supply contract within Home to School Transport.

We plan to review the support available for independent travel training and co-develop services with parent/carers that support greater independence for children in everyday travel to school, reducing the need for travel by taxi where appropriate.

### 1.2 Who will the proposal have the potential to affect?

|   |  |   |
|---|--|---|
| <input type="checkbox"/> Bristol City Council workforce   | <input checked="" type="checkbox"/> Service users                  | <input checked="" type="checkbox"/> The wider community |
| <input checked="" type="checkbox"/> Commissioned services | <input type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments: local suppliers                      |  |   |

### 1.3 Will the proposal have an equality impact?

Yes  No [please select]

The equalities actions will be coordinated and overseen at project level and reported back as part of the progress updates to the Third Party Spend Programme, who is the sponsor for this project.

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known]   | Summary of what this tells us   |
|---|---|
| <p>Referrals for and completion of SEN assessments - SEND demand pack Nov 2021</p> <p>Home to School Travel monthly dashboard Nov 2021</p>  | <p>Education Health and Care Plans (EHCPs) have risen 16% in the last year against a 10% national increase and 6% for statistical neighbours.</p> <p>1073 children with Special Educational Needs and Disabilities (SEND) are currently eligible for and receive home to school travel – this is an increase of 34% from 2018/19.</p> <p>SEND Assessment requests have risen 25% compared with this time last year.</p> <p>268 children in low income or temporary accommodation or children in care (18) receive home to school travel through eligibility.</p> <p>The number of children who are living in low income households, temporary accommodation, and/or are children in care remains fairly static.</p> |
| <p><b>Additional comments:</b> The current transport framework (list of approved providers who we can purchase from) is closed to new providers and the Covid period has seen strain on suppliers through supply chain issues with drivers to high fuel costs. Some providers are fragile and the framework and service to children is vulnerable. The proposal does primarily impact children with disabilities and an open dynamic purchasing system should increase numbers of contractors to give children a more robust service as well as providing more competitive rates.</p> |   |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Age                 | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Gender Reassignment |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity   | <input type="checkbox"/> Race                |
| <input type="checkbox"/> Religion or Belief             | <input type="checkbox"/> Sex                   | <input type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We will seek approval from Cabinet in March with a more detailed decision paper to re-commission the framework and to go out to consultation with parents/carers around the independent travel proposals.

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

A full consultation and communications plan will be completed with the Bristol Parent Carers Forum and SEND stakeholders.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

|   |  |
|---|--|
| <b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups) |  |
|   |  |
| <b>PROTECTED CHARACTERISTICS</b>  |  |
| <b>Age: Young People</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:  | As the cohort of service users is children and young people we need to ensure that there is sufficient capacity and suppliers of vehicles for home to school travel to meet their needs.   |
| Mitigations:  | We anticipate that new commissioning arrangements will lead to an overall improvement to the service so that it can meet increasing demand via new framework.  |
| <b>Age: Older People</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:  |  |
| Mitigations:  |  |
| <b>Disability</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:  | Children with SEND will have more reliable service through the DPS; they will be supported to develop independent travel skills for life. This does mean that they would come out of taxis and into sustainable transport when they are ready.                       |
| Mitigations:  | The proposed savings are proportionate to the savings we expect to achieve through increased efficiencies. Children and young people will not be placed under any pressure to adopt a cheaper form of home to school transport that does not fully meet their needs. |
| <b>Sex</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:  |  |
| Mitigations:  |  |
| <b>Sexual orientation</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:  |  |
| Mitigations:  |  |
| <b>Pregnancy / Maternity</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:  |  |
| Mitigations:  |  |
| <b>Gender reassignment</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:  |  |
| Mitigations:  |  |
| <b>Race</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:  | Black Asian and minority ethnic groups are more likely to be self-employed than the Bristol average and over-represented in low income self-employment including the taxi trade.   |
| Mitigations:  | We will seek the views of existing providers including smaller businesses and taxi trade to ensure that new commissioning arrangements are inclusive and accessible and supports a diverse market of providers.  |
| <b>Religion or Belief</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:  |  |
| Mitigations:  |  |
| <b>Marriage &amp; civil partnership</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:  |  |
| Mitigations:  |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>   |  |

|  |   |
|--|---|
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | Although we have not identified any negative impact on the basis of deprivation at this stage, we have a duty to provide home to school travel where eligibility is partially on the basis of low income, in consideration alongside other factors – so recommissioning is likely to disproportionately impact poorer children and families |
| Mitigations:   | We will ensure that our consultation approach includes input from families living in socio-economic deprivation   |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | We need to ensure that any change to current arrangements will support future life skills, and meet the needs of carers   |
| Mitigations:   | We will co-produce any independent travel arrangements with parents/carers  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |   |
| Potential impacts:   |   |
| Mitigations:   |   |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

Bristol City Council has a duty to provide home to school travel where children are eligible through distance to nearest suitable school, low income, temporary housing or for those in receipt of an Education, Health and Care Plan (EHCP). The premise of the project is to ensure business continuity and to deliver best value, thereby assuring a quality service for children and young people into the future. The benefit is a model of transport that meets demand and is sustainable for the future. Our aspiration is to undertake this duty in the most enabling way possible for children and families to ensure they are safely supported to independence.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

**Summary of significant negative impacts and how they can be mitigated or justified:**

We have not identified any significant negative impact at this stage. Overall, the project and associated potential savings seeks to minimise and manage any unintended consequences of procurement activities and improve capacity in the Service.

**Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:**

Opportunity to promote Public Sector Equality Duty through procurement activities and contractual changes.

## 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required   | Responsible Officer                | Timescale      |
|---|------------------------------------|----------------|
| Data analysis of suppliers – flag where employers are BS1-16 so that can understand impact on local employers (and therefore Bristol citizens as their employees)     | Service Lead / Procurement Officer | By April 2022  |
| Consultation on travel policy to introduce independent travel training and route mapping that will optimise travel routes, so they are more efficient across the city | Service Lead                       | By August 2022 |
| We will continue to update the equality impact assessment for Home to School recommissioning and the project develops   | Service Lead                       | By August 2022 |

## 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

|   |
|---|
| <ul style="list-style-type: none"> <li>• The project has its own plan, EQIA, cost plan and savings target. Lead Officers meet with the SRO and programme manager every 2 weeks, to provide an update on delivery. Impact analysis is brought together at the programme level as part of monthly project dashboard reporting. As this project has specific equalities actions, they will be reported as part of this delivery approach.</li> <li>• The overall success of the project will be measured against the achievement of the following objectives:               <ol style="list-style-type: none"> <li>1. Re-commission framework that responds to demand growth for the Service</li> <li>2. Increase capacity to deliver cost avoidance</li> <li>3. Establish an independent travel programme</li> <li>4. Fully understand the link between SEND and demand/travel and create usable metrics and dashboard</li> </ol> </li> </ul> |
|---|

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Ann James – Director, Children and Families |
| Date: 4/1/2022   | Date: 4 January 2022   |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



|   |   |
|---|---|
| Title: Dedicated Schools Grant Budget 2022-23   |   |
| <input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service<br><input checked="" type="checkbox"/> Other [please state] Budget | <input checked="" type="checkbox"/> New<br><input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing |
| Directorate: People   | Lead Officer name: Alison Hurley  |
| Service Area: Education and Skills  | Lead Officer role: Director   |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

**Purpose:**  
 To note the in year 2021/22 position for the overall Dedicated Schools Grant and to set the Dedicated Schools Grant for 2022/2023 to create a fair and consistent distribution of funding that is closely aligned to need and is essential to supporting opportunity for all children, irrespective of their background, ability and need.

The Dedicated Schools Grant is the main source of revenue funding for state-funded 5 to 16 schools in England. DSG is paid to local authorities, minus deductions ('recoupment') for academies and subject to certain other adjustments. The Grant comprises of four blocks:

- The Schools Block
- Schools Central Services Block
- The High Needs Block
- The Early Years Block

The Dedicated Schools Grant (DSG) is a ring-fenced grant of which the majority is used to fund individual school budgets in maintained schools, academies and free schools. It also funds early years nursery free entitlement places for two, three and four year olds as well as provision for pupils with high needs including those with Special Educational Needs and or Disabilities (SEND) Education Health and Care Plans (EHCPs) in special schools and specialist provision in and out of Bristol.

**Our Goals:**

- Enable all children and young people to achieve their potential through having access to the right resources and provision needed to meet their needs and the right support for their education settings.
- Improve outcomes for Bristol's children and young people with SEND as well as those identified with high needs including educational aspirations, engagement and progress in learning, in line with those who do not have SEND or high needs.
- Make sure all children and young people attend the right education setting that can meet their needs, where they receive a full time/ appropriate education offer that ensures they are safeguarded and their



welfare is promoted.

- Reduce persistent absence and increase attendance for children and young people in receipt of SEN Support and those with EHCPs.
- Reduce / eliminate the need for permanent exclusions and reduce multiple suspensions for children and young people in receipt of SEN Support and those with EHCPs.
- Ensure each young person progresses post-16 to suitable education, training or employment and is fully prepared for adulthood.

## 1.2 Who will the proposal have the potential to affect?

|   |   |  |
|---|---|--|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |   |  |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known]  | Summary of what this tells us   |
|--|---|
| Joint Strategic Needs Assessment<br><a href="https://www.bristol.gov.uk/en_US/policies-plans-strategies/joint-strategic-needs-assessment">https://www.bristol.gov.uk/en_US/policies-plans-strategies/joint-strategic-needs-assessment</a>  | The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery. |
| SEN2<br><a href="#">Education, health and care plans, Reporting Year 2021 – Explore education statistics – GOV.UK (explore-education-statistics.service.gov.uk)</a>  | This is an annual statutory return which provides data on children and young people with an education, health and care (EHC) plan maintained by the local authority.  |
| Local Area education performance (Early Years, School Age mainstream and specialist provision)<br><a href="#">Early years foundation stage profile results: 2018 to 2019 - GOV.UK (www.gov.uk)</a><br><a href="#">Statistics: key stage 2 - GOV.UK (www.gov.uk)</a><br><a href="#">Statistics: GCSEs (key stage 4) - GOV.UK (www.gov.uk)</a>   | National statistics published by the DfE on attainment outcomes for local authorities for early years foundation stage and at the end of Key stage 2 and Key stage 4. Includes a breakdown by characteristics including SEN provision.  |
| Attendance and absence data<br><a href="#">Statistics: pupil absence - GOV.UK (www.gov.uk)</a>   | DfE Statistics on overall authorised and unauthorised pupil absences by school type, including persistent absentees and pupil characteristics   |
| Population of Bristol<br><a href="https://www.bristol.gov.uk/statistics-census-information/the-population-of-bristol">https://www.bristol.gov.uk/statistics-census-information/the-population-of-bristol</a>   | Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.   |
| <p><b>Additional comments:</b></p> <p><b>Summary points</b></p> <ul style="list-style-type: none"> <li>• There are just over 11,750 pupils in Bristol schools with Special Educational Needs (SEN), which is 16.9% of all pupils.</li> <li>• Approximately 4.1% of Bristol’s child population have a “limiting long-term illness or disability”, higher than the national average of 3.8%.</li> <li>• 20.4% pupils have English as an additional language</li> </ul> <p><b>Numbers of children and young people with SEN in Bristol schools</b></p> <p>As at January 2021, there were 69,412 children on roll in Bristol schools.</p> <ul style="list-style-type: none"> <li>• 11,758 (16.9%) pupils with special educational needs (SEN)</li> <li>• 9,541 (13.7%) are receiving SEN support</li> <li>• 2,217 (3.2%) have an Education, Health and Care Plan (EHCP)</li> <li>• 582 pupils with an EHCP are female (26.9%) and 1,580 are male (73.1%).</li> </ul> <p>4,736 pupils with SEN support are at a primary school (12.9% of all primary pupils) and 3,378 are at secondary schools (incl. All-throughs) in Bristol (14.4% of secondary pupils).</p> <ul style="list-style-type: none"> <li>• 1,126 pupils with an EHCP are attending a special school (99% of all pupils in special schools), 460 are at secondary school, (incl. All-throughs) which is 2% of all pupils in secondary school and 534 are at primary schools (1.5% of all pupils at primary). 13 pupils with an EHCP are attending nursery and 31 a pupil referral unit.</li> <li>• The proportion of children with an EHCP in primary schools has increased in the last year to be</li> </ul> |   |

greater than the proportion in secondary schools.

- The most prevalent primary needs by SEN in Bristol are: Social, Emotional and Mental Health; Speech, Language and Communication Needs; Specific Learning Difficulty; Moderate Learning Difficulty; Autistic Spectrum Disorder.

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Age                 | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Gender Reassignment |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity   | <input checked="" type="checkbox"/> Race     |
| <input type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex        | <input type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

There are gaps in performance and attendance data due to the impact of Covid on school continuity and exams. Bristol City Council commissioned a SEND data independent review<sup>1</sup> in 2019 with a number of recommendations to improve data collection which have/are being implemented.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We consulted all schools in October 2021 on the proposals to transfer funding between blocks, on the principles of the funding formula for mainstream schools and the arrangements for some central budgets for maintained mainstream schools.

We are consulting with all Early Years settings in relation to the funding in this area. It is proposed to continue all existing rate arrangements and supplements as agreed in previous years into the financial year 2022/2023 with one exception; Bristol City Council will increase the hourly base rate for Eligible 2 Year Olds by £0.21 (increasing the rate from £5.56 to £5.77 from April 2022) after receiving an £0.21 increase from the Department for Education (i.e. BCC are passing through the full increased rate from the DfE) to allocate for 2022/23.

Where it is in the local authority remit we will explore opportunities to target funding to those groups which the evidence demonstrates face barriers to their educational achievement. We believe that all pupils will benefit from a fairer distribution of funding. Where decisions may have a disproportionate impact on some children and young people because of the protected characteristics, appropriate engagement and consultation will ensure the views of service users, and groups that represent them are taken into account and help build a consensus around the case if any for change and that our statutory duties are complied with.

All responses to the DSG Budget Consultation have been analysed and summarised in relevant Schools Forum reports that are published on the Bristol City Council website.

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

Schools Forum will continue to engage in the budget developments through the main meetings and finance sub-group.

Two Task and Finish Groups have been established to support the development and implementation of the DSG Management Plan. The Groups are focused on the Early Years Block and the High Needs Block.

We will be consulting the public on the arrangements for High Needs in Bristol, as part of the developing DSG Management Plan

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)

Through the Local Authority's statutory role and duties, consideration is given to any adverse impact on children and young people, based on their protected characteristics. These duties include:

- Determination of the budgets for distribution to schools and early years settings, and allocation of the High Needs Block – all in the context of the National Funding Formula for each block.
- Commissioning of school places, personal education packages, alternative learning provision and post 16 education for children and young people we are responsible for.
- Responsibility for ensuring there are sufficient education places and the right types of education settings in our area.
- Arranging education for permanently excluded pupils, children and young people with EHCPs and Children in Care and others who, because of illness or other reasons, are unable to attend mainstream settings.
- Ensuring the Local Authority, schools and other partners are focused on safeguarding and promoting the welfare of children and young people with SEND up to age 25.
- Promoting and driving high standards in education across all types of educational provision.
- Establishing financial provision for children and young people with EHCPs
- Ensuring compliance with statutory duties associated with SEND legislation, safeguarding and Looked After Children/ Care Leavers.

| <b>PROTECTED CHARACTERISTICS</b> |  |
|----------------------------------|--|
| <b>Age: Young People</b>         | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:               | The proposals for budget allocations for Early Years settings (Maintained Nursery Schools, nursery classes in infant / primary schools, Private, Voluntary and Independent settings) are a continuation of the 2021/22 rate arrangements and supplements (and are to be put to School Forum for agreement in January 2022) into the financial year 2022/2023 with one exception; Bristol City Council intends to increase the hourly base rate for Eligible 2 Year Olds by £0.21 (increasing the rate from £5.56 to £5.77 from April 2022) after receiving an £0.21 increase from the Department for Education (i.e. BCC are passing through the full increased rate from the DfE). The scope for change to address inflationary pressures or to refocus the formula on supporting protected groups is limited because of the freezing of early years funding rates in the Early Years National Funding Formula. Settings have had to adapt to the introduction of the Early Years National Funding Formula, with funding levels for 3 and 4 year olds having reduced from £6.36 in 2016/17 to £5.69 in 2019/20 and has remained unchanged since and into 2022/23. For 2 year olds, the rate is increasing from £5.56 to £5.77. The extension of the early years funded provision from 15 hours to 30 hours per week is a difficulty for some settings which had been able to sell extra hours to their parents at rates that are higher than the rates they receive through the EYNFF. Settings have known that this would be the trajectory, but had hoped that some inflationary pressures would be built into the national funding rates. This will mean difficult choices for settings to operate within the available funding and presents challenges to many settings in achieving a balanced budget. Currently this is demonstrated with 11 maintained nursery schools in deficit. |
| Mitigations:                     | See comments above   |
| <b>Age: Older People</b>         | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:               |  |
| Mitigations:                     |  |
| <b>Disability</b>                | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:               | The High Needs budget is being set on the basis of existing policies and existing rates to settings, with forecast levels of demand. Any changes to policies or rates will emerge from the work of the High Needs Improvement Programme (in development), which will take account of impacts through stakeholder engagement, consultation and equality impact assessments. The budget proposals, as they stand, represent no change on existing practice or funding rates, but the programme will seek to understand and address areas where outcomes for children and young people are not good.  |
| Mitigations:                     | See comments above   |
| <b>Sex</b>                       | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:               |  |
| Mitigations:                     | There is limited scope to address systemic inequality in this budget setting however all known existing disparities should be acknowledged and considered as part of ongoing service design and commissioning  |
| <b>Sexual orientation</b>        | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:               |  |
| Mitigations:                     |  |
| <b>Pregnancy / Maternity</b>     | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:               |  |
| Mitigations:                     |  |
| <b>Gender reassignment</b>       | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:               |  |
| Mitigations:                     |  |
| <b>Race</b>                      | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:               | <ul style="list-style-type: none"> <li>The population of Bristol has become increasingly diverse and some local communities have changed significantly. There are now at least 45 religions, at least 180 countries of birth and at least 91 main languages spoken. The proportion of the population who are not 'White British'</li> </ul>  |

|   |  |
|---|--|
|   | <p>increased from 12% (2001) to 22% (2011)</p> <ul style="list-style-type: none"> <li>• Whilst we do not think that the overall budget setting should have a disproportionate impact on Race we are aware of existing disparities for Black, Asian and minority ethnic pupils. The 2017 Runnymede Report “Bristol - a city divided?” found ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and this is particularly so for Black African people. Black African young people are persistently disadvantaged in education compared to their White peers and addressing educational inequalities requires attention to the unrepresentativeness of the curriculum, lack of diversity in teaching staff and school leadership and poor engagement with parents.</li> <li>• Although Bristol has low rates of permanent exclusion it has one of the highest rates for fixed term exclusions of any local authority in England, and a disproportionately high percentage of school pupils from Black, Asian and minority ethnic backgrounds have had one or more fixed term exclusion, compared to other English core cities and nationally. Nationally Gypsy and Roma, and Traveller of Irish Heritage pupils have the highest school exclusion rates (both permanent and temporary) however Mixed White and Black Caribbean, and Black Caribbean pupils also have high exclusion rates, and both are nearly three times as likely to be permanently excluded as White British pupils.</li> <li>• There is an urgent need to recruit more Black Asian and ethnic minority teachers and teaching staff in Bristol. A 2018 BBC report<sup>4</sup> found that of the 1,300 teachers in Bristol, only 26 were Black, equating to less than two per cent. Local stakeholder engagement suggests schools may indirectly discriminate against Black, Asian and minority ethnic pupils due to lack of cultural competence. Rules about appearance may penalise pupils who dress differently or have different hairstyles. Conduct rules may not take into account the diversity of culture around language and ways of demonstrating inter-generational respect.</li> <li>• Other research indicates Black and Mixed ethnicity pupils in England (especially boys) are frequently associated by school staff with criminality, violence and hyper-sexuality e.g. groups of friends and siblings labelled as a 'gang'<sup>5</sup>. Youth workers and education professionals in Bristol have told us that Black pupils may struggle to understand their own cultural identity. Just as there is a disproportionately high ‘stop and search’ rate of ethnic minority young people by police, Black, Asian and minority ethnic school children may face additional discrimination because of their visibility.</li> </ul> |
| Mitigations:                            | There is limited scope to address systemic inequality in this budget setting however all known existing disparities should be acknowledged and considered as part of ongoing service design and commissioning  |
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>   |  |
| <b>Socio-Economic</b>                   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |

|  |  |
|--|--|
| <b>(deprivation)</b>   |  |
| Potential impacts:   | <ul style="list-style-type: none"> <li>• 27.9% of pupils are classed as disadvantaged in Bristol</li> <li>• 26.3% pupils receive Free School Meals</li> <li>• Overall 70.7% of Early Years learners achieve a good level of development in Bristol. However there are big disparities by area with e.g. 53.9% in Hartcliffe and Withywood, and 91.3% in Cotham</li> <li>• Hartcliffe and Withywood has the highest rate of school pupils with SEN in Bristol (234.5 per 1,000) and Cotham has the lowest (95.6 per 1,000)</li> </ul> |
| Mitigations:   | In setting this Budget we are acutely aware of existing disparities for pupils living in areas of deprivation and low income households. Whilst there is limited scope to address systemic issues in this budget setting we have considered socio-economic inequality as far as possible and will continue to do so as part of ongoing service design and commissioning  |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | As above any negative impact on Early Years settings may restrict the range of provision available which would have a disproportionate impact on carers  |
| Mitigations:   | As above   |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   |  |
| Mitigations:   |  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

In the Schools Block, all mainstream schools' per pupil funding is being increased by at least 0.5% above the 2021/2022 level, with the funding available beyond this amount being distributed increased values for deprivation, English as an Additional Language (EAL) and low prior attainment. The transfer of £1.5m from Schools Block to High Needs Block has been agreed in principle, after consultation with all schools and a formal decision by Schools Forum. This provides more funding for pupils with protected characteristics in the High Needs Block. Decision to be formalised in January's Schools Forum meeting.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

No significant negative impact identified from the overall budget setting. However a necessary change to the hourly base rate for Eligible 2 Year Olds in line with DfE increases may exacerbate the existing pressures for Early Years Settings.

#### Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

The EQiA has helped shaped the whole approach to setting the DSG for 2022/23, particularly for the High Needs budget. The approach is different to that adopted in recent years. We now have a longer, more considered approach to the High Needs budget, focussed on outcomes for children and young people.

## 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required  | Responsible Officer | Timescale |
|--|---------------------|-----------|
| We have thoroughly reconsidered the equalities impacts and consultation duties associated with service planning and budget setting.                                    | Angel Lai           | Completed |
| We will update this equality impact assessment with any potential impacts identified through analysis of local and national data set, and emerging issues.             | Alison Hurley       | Ongoing   |
| Additional EQiA, specifically related to the DSG Management Plan is currently in development and will be provided, alongside the plan, to Schools Forum in March 2022. | Alison Hurley       | Ongoing   |

## 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Ongoing review through the statutory function of Schools Forum, which meets bi-monthly. This is a key stakeholder forum for the Local Authority.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqiA. EqiAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Alison Hurley |
| Date: 4 January 2022   | Date: 4.1.2022                             |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



# Equality Impact Assessment [version 2.9]

|  |   |
|--|---|
| Title: 2022/23 HRA Budget Proposal.  |   |
| <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service<br><input type="checkbox"/> Other [please state] | <input type="checkbox"/> New<br><input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing |
| Directorate: Housing and Landlord Services   | Lead Officer name: Sarah Spicer   |
| Service Area: Business Innovation  | Lead Officer role: Business Innovation – Head of Service  |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Objective

To support the recommendations/proposals for:

- The 30yr HRA Business Plan
- The 2022/23 Housing Revenue Account (HRA) budget
- The 2022/23 Housing Investment Plan
- The 2022/23 Housing Delivery Programme
- Increasing the supply of affordable homes
- The procurement of relevant contractors to support delivery of these programmes, and delegate the authority to the Executive Director of Growth and Regeneration to appoint relevant contractors

#### Background to the Proposal

Housing and Landlord Services (H&LS) 30 year Business Plan and Budget focusses on:

- repairing, maintaining and improving the existing BCC council housing stock;
- providing services for council tenants and leaseholders;
- and increasing the provision of new affordable homes

The HRA operates in a difficult housing market and environment. Housing costs are high as are levels of homelessness and rough sleeping; the council has an aging stock with high levels of investment need; and many tenants struggle to maintain their tenancies and access the support they require.

There are city ambitions for housing, that include increasing the supply of affordable housing and tackling the climate emergency and reducing carbon emissions.

The main source of HRA income is the rent and service paid by council tenants and leaseholders. For four years rents decreased by 1% per year (2016-202), in line with Government policy. This significantly reduced expected income levels and resulted in cuts in levels of expenditure.

From 2020 there was a new rent standard that will allow social landlords to increase rent levels by up to CPI +1%.

This year extensive consultation was carried out with stakeholders to shape the Business Plan and Budget (Big Housing Conversation: Investing in Council Homes). A consultation report will accompany the 4 reports. Stakeholders were members, residents and leaseholders, Bristol citizens and organisations.

Consultation was focussed on how to balance competing priorities for future investment, which included three areas of focus: building new homes, energy efficiency and carbon retrofitting and improving standards in existing homes. The consultation made it clear that in order to invest more we need to generate more income through borrowing and rent increases.

## 1.2 Who will the proposal have the potential to affect?

|   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Bristol City Council workforce  | <input checked="" type="checkbox"/> Service users                             | <input checked="" type="checkbox"/> The wider community |
| <input checked="" type="checkbox"/> Commissioned services   | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |   |
| The proposal will affect everyone from residents as it will affect the service they receive, the workforce responsible for delivering the service, the wider community who are dependent on accessing council housing when needed and other partners who provide additional supporting services or who are contracted to deliver a service on behalf of Housing & Landlord Services |   |   |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|  |                                    |                 |
|--|------------------------------------|-----------------|
| <input checked="" type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> | [please select] |
|--|------------------------------------|-----------------|

### Impact

The key principles for the 2022/23 budget and longer-term business plan are:

- Rents and service charges increase by 4.1%, which is 1% increase above inflation.
- Repair & Investment of existing homes: Continue to ensure our homes are decent; warm, weathertight, modern and safe remain key priorities.
- New priorities identified to improve standards in individual homes, communal areas, blocks and estates. Including:
  - Energy efficiency and reducing carbon emissions: additional £80m to make homes more energy efficient and to reduce carbon emissions. This will enable us to ensure all homes reach a minimum EPC of C by 2030.
  - Bathroom modernisation programme: £19m to commence a five-year bathroom replacement programme that will deliver over 8500 modern new bathrooms in council homes by 2027.
  - Investing in communal areas, blocks, and estates: add £1m to the 2022/23 budget, and £10m over 5-years, to improve standards in communal areas, blocks and estates. Further work will be undertaken to determine how best to utilise this.

- For 2022/23 up to £350k will be made available for council tenants in financial crisis, with applications managed through the council's Local Housing Crisis Prevention fund.
- New Homes: commitment to provide new affordable homes in order to meet housing need, and address homelessness and rough sleeping. This year the budget proposes an increase of 148 new homes within the HRA Housing Delivery Programme.

**Procurement of Contractors**

The report request approval for delegated authority to procure contractors as necessary to support the delivery of proposed expenditure (including the Housing Investment Plan and New Build & Acquisition programme). This is a positive impact for the council and our tenants, as this proposal aims to make the procurement of contractors more efficient, meaning work programmes can be started earlier without the need for further approvals which can add additional costs to the budget.

**Step 2: What information do we have?**

**2.1 What data or evidence is there which tells us who is, or could be affected?**

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known]  | Summary of what this tells us   |
|--|---|
| <p><b>Demographic of tenants:</b> H&amp;LS has 30,422 tenants living in 26,274 properties. It is estimated that in total H&amp;LS houses over 60,000 people. In addition, there are 2,276 leaseholders leasing 1,743 properties.</p> | <p>The ethnicity of 92.3% of tenants is known, of those: 73.4% are White British (reduction from 77.2% in April 2017), 22.1% are of Black, Asian or Minority Ethnicity, of which the largest groups are Black Africans and African Somalis (5.3% and 4.4% respectively) and 4.5% identify as White Other.</p> <p>A higher proportion of our tenants are female, 62.7%, than male, 37.3%.</p> <p>The age of 98.8% of tenants is known; of these the most common age bands are 45-54 year olds and 55-64 years who each make up 21.1% of our tenants. 23.8% of our tenants are aged over 65 and 2.1% under 25</p> |

|   |   |
|---|---|
|   | <p>30.2% of our tenants have told us that they have at least one type of disability. 13.0% of our tenants report a long-term illness, 12.9% suffer from mental or emotional distress and 11.6% of our tenants report mobility problems.</p> <p>When compared to the Bristol population as a whole (The Population of Bristol 2021) the differences include:</p> <ul style="list-style-type: none"> <li>- Older people, aged 65+, make up 13% of Bristol’s population compared to 24% of BCC tenants</li> <li>- Women make up 50% of Bristol’s population compared to 63% of BCC tenants</li> <li>- Non White British people make up 22% of Bristol’s population compared to 26.5% of BCC tenants.</li> </ul>  |
| <p><b>Rent Arrears:</b> Overall, 22.7% of tenants have rent arrears over £250. This is slightly lower than last year.</p>   | <p>27.8% of tenants from Black, Asian or Minority Ethnic backgrounds have rent arrears over £250, compared to 21.5% of White British tenants and 19.8% of White Other tenants.</p> <p>24.1% of female tenants are in arrears over £250 compared to 20.2% of male tenants.</p> <p>Younger tenants are at higher risk of arrears than older tenants. 39.5% of under 25’s are in arrears over £250. 6.9% of tenants aged 65-74 are.</p> <p>Tenants with a recorded disability are less likely to be in arrears with 16.6% of them having rent arrears over £250.</p> <p>Tenants identifying as White British/White European were most likely to be satisfied that their rent represented value for money, giving an average score of 8.2 out of 10. Tenants identifying as Asian were least likely to be satisfied that their Rent provided value for money, giving an average score of 7.6 out of 10. (Source: Resident Satisfaction Survey 2019).</p>  |
| <p><b>Response Repairs:</b> In the year 1st November 2020- 31st October 2021 63,168 response repairs were completed after being requested by a tenant, an average of 2.1 per tenant. This is not necessarily a typical figure as lockdowns adversely impacted our responsive repair service during this time.</p> | <p>Younger tenants were more likely to order repairs than middle-aged tenants, with 25-34 year olds making an average of 2.6 repair requests per tenant and over 65’s receiving an average of 1.7 repairs per tenant.</p> <p>Black and minority ethnic tenants (on average 2.7 repairs per tenant) were more likely to order repairs than White British tenants (on average 1.9 repairs per tenant) or White Other tenants (1.7 repairs per tenant).</p> <p>Disabled tenants (2.2 repairs per tenant) were slightly more likely to request repairs than non-disabled tenants (2.0 repairs per tenant) The disability group with the most repair requests were visually impaired persons (2.5 repairs per tenant) The group least like to request repairs were those with hearing impairments (2.1 repairs per tenant).</p> <p>Tenants identifying as Black or African were the most satisfied with how BCC deals with Repairs and Maintenance, giving an average score of 7.0 out of 10. Tenants identifying as mixed race were the least satisfied giving an average score of 6.5.</p> <p>The group most satisfied with the overall quality of their home were White British tenants who gave an average score of 7.3 out of 10.</p> |

Mixed ethnicity tenants were the least satisfied giving an average score of 6.8. (Source: Resident Survey 2019).

**Additional comments:**

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Age                 | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Gender Reassignment |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity   | <input checked="" type="checkbox"/> Race     |
| <input type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex        | <input type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

There are some gaps in diversity data relating to customer satisfaction levels, but work is in hand to address this.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

From October 20 to December 3 2021 we launched a consultation open to all Bristol residents and council employees to seek their view on how to fund additional investments within a 30 year business plan, the first year of this plan informed the budget for 22/23.

The consultation was open for six weeks. We had responses from 1,471 people and approximately 60% were tenants in one of our properties. Participants could either use an online simulator tool which provided a realistic simulation of the budget decisions we need to make or take part in a survey that was available online, by telephone survey and by post. The consultation reached the following conclusions:

| Section of the report | Key finding:  |
|-----------------------|---|
| Simulator Responses   | <ul style="list-style-type: none"><li>All groups selected to add an increase to rents, but residents selected to increase this the least</li><li>All groups selected to invest more in building new council homes, energy efficiency and improving blocks</li><li>All groups selected to invest more on bathrooms than kitchens</li><li>Investment options were more limited in the resident group because the amount of money raised through borrowing and rent increases was much lower</li></ul> |

|                  |   |
|------------------|---|
| Survey Responses | <ul style="list-style-type: none"> <li>• All respondents on average prioritised building new homes and energy efficiency above other investment priorities.</li> <li>• The resident group chose to invest more in bathrooms than blocks and estates</li> <li>• All respondents on average selected to have some rent and borrowing increases.</li> <li>• Support for investment in existing homes was more pronounced in the resident group.</li> </ul> |
|------------------|---|

The responses and comments are helping us plan the budget for council homes for the next 30 years. They will be taken into consideration in developing final proposals by both Cabinet and Council Members when making their decision. The final decision on the HRA 30 year budget will be made at a full council meeting in February 2022.

A full breakdown of who took part and the results are provided in the end of consultation report.

In the future various methods will be used to communicate with our key stakeholders and involve them in our service transformation plans for 2020/21, some of which are listed below:

- Utilise existing groups set up to involve and engage with tenants (Service user groups, Local Housing Forums and Housing Management Board)

Further engagements / equality impact assessment on specific work activities including future policy changes and strategy development, Co-design of service improvements with tenants and leaseholders

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

We will create a communication plan, utilising accessible forms of communication, to advise tenants of the rent decision. We will continue to signpost and refer tenants for debt and financial support.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

**GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

There are no proposals to reduce housing management services or responsive repairs, planned maintenance or investment.

Analysis demonstrates that some groups disproportionately affected by rent arrears. With above inflationary rent increases proposed for this year it's important that we:

- Promote opportunities to apply for benefits and to sign post residents to support
- Monitor the impact of the rent increase and its impact of younger people and Black, Asian and Minority Ethnic communities and women.

Our Asset Management Strategy has an EQIA in place to mitigate against negative impacts in relation to our investment decisions. We complete EQIAs before procuring each of the major refurbishment projects, and when reviewing our standards and developing new approaches to investment to maximise positive impacts and mitigate against any potential adverse impacts.

**PROTECTED CHARACTERISTICS**

|                              |   |
|------------------------------|---|
| <b>Age: Young People</b>     | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | Rent Increase   |
| Mitigations:                 | Monitor the impact of the rent increase. This group is also more likely to order repairs than the older generation, this proposal could benefit this equality group by improving the state of their dwelling. For 2022/23 up to £350k will be made available for council tenants in financial crisis, with applications managed through the council's Local Housing Crisis Prevention fund. |
| <b>Age: Older People</b>     | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:           | Rent increase<br>We know people in this age group may be receive a pension that should increase with the rate of inflation.   |
| Mitigations:                 | Promote opportunities to apply for benefits and to sign post residents to support.  |
| <b>Disability</b>            | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | Monitor the impact of the rent increase. Partially sighted tenants are more likely to request repairs to their property. For 2022/23 up to £350k will be made available for council tenants in financial crisis, with applications managed through the council's Local Housing Crisis Prevention fund.  |
| Mitigations:                 | This group is also more likely to order repairs, this proposal could benefit this equality group by improving the state of their dwelling.  |
| <b>Sex</b>                   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | Rent increase<br>Women are more likely to be rent arrears - the impact of the rent increase.  |
| Mitigations:                 | Promote opportunities to apply for benefits and to sign post residents to support, and staggered payments options. For 2022/23 up to £350k will be made available for council tenants in financial crisis, with applications managed through the council's Local Housing Crisis Prevention fund.  |
| <b>Sexual orientation</b>    | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | Rent increase   |
| Mitigations:                 | Promote opportunities to apply for benefits and to sign post residents to support, and staggered payments options. For 2022/23 up to £350k will be made available for council tenants in financial crisis, with applications managed through the council's Local Housing Crisis Prevention fund.  |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:           | We do not have the data for the group however, we should be mindful that women may be on maternity leave a rent increase could adversely affect this group.   |
| Mitigations:                 | Promote opportunities to apply for benefits and to sign post residents to support, and staggered payment options. For 2022/23 up to £350k will be made available for council tenants in financial crisis, with applications managed through the council's Local Housing Crisis Prevention fund.   |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:           | We do not have the data for the group   |
| Mitigations:                 |   |

|  |   |
|--|---|
| <b>Race</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | Rent Increase- Black, Asian and Minority Ethnic tenants are more likely to be rent arrears - the impact of the rent increase. Mixed race tenants are more likely not to be satisfied with the state of repair than other groups. This proposal could benefit this equality group.               |
| Mitigations:   | Promote opportunities to apply for benefits and to sign post residents to support, and staggered payment options.   |
| <b>Religion or Belief</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | We do not have the data for the group however we should be mindful that we have a high number of the Somali community who will be adversely affected by the rent increase.  |
| Mitigations:   | Promote opportunities to apply for benefits and to sign post residents to support, and staggered payment options. For 2022/23 up to £350k will be made available for council tenants in financial crisis, with applications managed through the council's Local Housing Crisis Prevention fund. |
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   | We do not have the data for the group however, some women may be pregnant and on maternity leave at this time and would therefore be affected by the rent increase.   |
| Mitigations:   |   |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |   |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | Women, some minority groups are more likely to be rent arrears - the impact of the rent increase.   |
| Mitigations:   | Promote opportunities to apply for benefits and to sign post residents to support, and staggered payments. For 2022/23 up to £350k will be made available for council tenants in financial crisis, with applications managed through the council's Local Housing Crisis Prevention fund.        |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   |   |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |   |
| Potential impacts:   |   |
| Mitigations:   |   |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

This proposal does have some benefits for our tenants in the following ways:

- Repair & Investment: continue to focus on our priorities previously identified by tenants including providing warm and reducing fuel poverty, ensuring homes are safe and on key elements such as kitchens. This benefits older and disabled tenants for whom the cold may be a particular issue, and recognises that many of the protected characteristic groups are more likely to live below the poverty line.
- New Homes: Women, Black and minority ethnic people, and disabled households are overrepresented as both household seeking homelessness prevention advice and on the housing register. Addressing housing



needs by providing more homes is therefore beneficial in addressing inequalities. In addition new homes bring in a new income stream, safeguarding future income and service provision for all tenants.

- Service provision: continue to focus on provision of low cost housing that supports tenants and focusses services on the most vulnerable whilst considering impacts on estates and neighbourhoods.
- Procurement of Contractors: The city council tendering process will assess potential contractors on a range of factors including how they bring social value and the level of customer care offered.

We are also mindful that because disabled, and Black, Asian and Minority ethnic communities are over represented in seeking homelessness prevention advice, on the housing register and particularly they are more likely to be in rent arrears this proposal may not be promoting equality of opportunity and therefore we need to ensure that outlined mitigations and actions plans are carried through.

There will be opportunities throughout 2022/23 to engage further with tenants to explore standards and opportunities to shape our longer term vision and priorities for utilising Housing Revenue Account income.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

For tenants who are in rent arrears this proposal will influence their current debt situation. We will be mindful that support should be put in place for those who have been identified as having existing arrears and help from appropriate services will be forthcoming.

#### Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

The equalities impact assessment has reinforced existing knowledge that service provision is not always able to respond flexibly and effectively to the different needs of groups with protected characteristics. Focussing on maximising income, improving services and increasing the provision of homes is a targeted approach to addressing inequalities.

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required  | Responsible Officer | Timescale  |
|--|---------------------|------------|
| Maximise rental income to enable future improvements. Delivered through improving the service and implementation of new technology such as rent sense and voice scape. These will require a further EqiA.  | Fiona Lester        | March 2023 |
| Identify homes that are poor performing (require high levels of future investment and/or have low levels of tenant satisfaction) and carry out option appraisal regarding their future.  | Gillian Durden      | March 2023 |
| We do not have data for tenants with the following protected characteristic: gender reassignment, pregnancy and maternity, religion & belief, sexual orientation and marriage and civil partnership. We will endeavour to collect this information for subsequent surveys to understand the demographics of our tenants. | Sarah Spicer        | March 2023 |

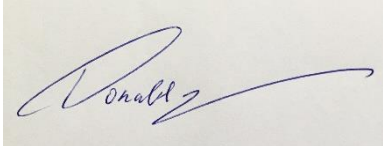
### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

- Key Performance Indicators will be used to monitor the contractor’s performance.
- Monitor the complaints and identify systemic failures
- Continue to collect asset intelligence, proactive surveys, identify urgent priorities, assess information and feed into investment plan to ensure we have good sound knowledge and data of our homes.
- Carry out ongoing equalities monitoring and impact assessments for specific projects.
- Levels of rent arrears, have they increased and for which equality group, and in relation to housing register demographics

### Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|   |  |
|---|--|
| <p><b>Equality and Inclusion Team Review:<br/>Reviewed by the Equality and Inclusion Team</b></p> | <p><b>Director Sign-Off:</b> Donald Graham, Director Housing and Landlord Services</p>  |
| <p>Date: 6 January 2022</p>   | <p>Date: 06/01/2022</p>  |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |  |
|--|--|
| Title: Budget Proposal <b>Bristol Bus Shelter Advertising Concession</b> |  |
| <input checked="" type="checkbox"/> Budget Proposal                      | <input checked="" type="checkbox"/> Changing |
| Directorate: Growth and Regeneration                                     | Lead Officer name: Stephen Pick              |
| Service Area: Projects & Infrastructure, Strategic City Transport.       | Lead Officer role: Team Leader               |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal:**

1. Extend the current Bristol Bus Shelter Advertising Concession by 12 months, so that it expires 31/03/22. (Cabinet approval to be sought.)
2. To approve the procurement, and award, of a new Advertising Concession, to ensure continuity of income for the Council once the 12-month extension comes to an end.

**1.2 Who will the proposal have the potential to affect?**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |  |  |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

We have not identified any negative impact from the proposal. The Advertising Concession is income-generating, with the money being used to pay for the supply, installation and maintenance of bus shelters across the city.

At the start of 2020 (pre-COVID), work was well underway on the re-tendering of the concession, to ensure the new agreement would be in place from 01/04/21. COVID-19 put an immediate halt to all work on this - the pandemic caused a swift collapse in the outdoor advertising market and, with no idea of the timescale for recovery, the view was that going out to tender in May/June 2020, as originally planned, would likely result in a very poor outcome – either low-value bids or, potentially, no bids. Extending the current concession by 12 months would give the outdoor advertising market more time to recover from the impact of COVID, and should provide greater opportunity to maximise the income from the new concession. An extension would also maintain continuity of income.

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by equality officer | <b>Director Sign-Off:</b><br>John Smith: Director – Economy of |
|--|--|

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

|                  |                        |
|------------------|------------------------|
|                  | Place                  |
| Date: 21/12/2021 | Date: 22 December 2021 |

# Equality Impact Assessment [version 2.9]



|   |  |
|---|--|
| Title: Budget Proposal GR003 & GR004                |  |
| <input checked="" type="checkbox"/> Budget Proposal | <input checked="" type="checkbox"/> Changing |
| Directorate: Growth and Regeneration                | Lead Officer name: Kate Murray               |
| Service Area: Libraries                             | Lead Officer role: Head of Libraries         |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal:**

The library service has three budgets – two are non-staffing.

1. The Material Fund funds the purchase of all the material bought for the library service in 27 libraries. This includes the physical books, audio, DVDs, reference material etc. as well as the electronic versions including e books, e audio, information databases and electronic comics and newspapers.
2. The second budget (Supplies and Services) contains all the items required to manage a large service, from the Libraries West subscription to stationery and individual printers to IT service contracts for library technology.

The staffing budget which makes up almost 80% of the service budget and funds all the staff in the libraries would not be affected.

The proposal is to reduce the two non-staffing budgets by £50,000 each on a permanent basis. The total library service budget would be reduced by £100,000. We are not proposing to make any changes to library opening times in any of the libraries

**1.2 Who will the proposal have the potential to affect?**

|   |  |   |
|---|--|---|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments:                                    |  |   |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If ‘Yes’ complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

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**Step 2: What information do we have?**

**2.1 What data or evidence is there which tells us who is, or could be affected?**

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| <b>Data / Evidence Source</b><br>[Include a reference where known]   | <b>Summary of what this tells us</b>  |                |                            |                |      |                    |      |                    |      |        |      |      |      |          |      |                               |      |                       |      |               |      |                     |      |
|--|---|----------------|----------------------------|----------------|------|--------------------|------|--------------------|------|--------|------|------|------|----------|------|-------------------------------|------|-----------------------|------|---------------|------|---------------------|------|
| <a href="#">Census 2011</a> and <a href="#">Census 2021</a><br><br><a href="#">2011 Census Key Statistics About Equalities Communities</a> | The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)   |                |                            |                |      |                    |      |                    |      |        |      |      |      |          |      |                               |      |                       |      |               |      |                     |      |
| <a href="#">The population of Bristol</a>  | Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.   |                |                            |                |      |                    |      |                    |      |        |      |      |      |          |      |                               |      |                       |      |               |      |                     |      |
| <a href="#">New wards: data profiles</a><br><br><a href="#">Ward Profiles - Power BI tool</a>  | The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.   |                |                            |                |      |                    |      |                    |      |        |      |      |      |          |      |                               |      |                       |      |               |      |                     |      |
| <a href="#">Bristol Quality of Life survey 2020/21 final report</a><br><br><a href="#">Quality of Life 2020-21 — Open Data Bristol</a>     | <p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online &amp; paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.</p> <p>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation.</p> <table border="1" data-bbox="735 1608 1358 2107"> <thead> <tr> <th>Characteristic</th> <th>% satisfied with libraries</th> </tr> </thead> <tbody> <tr> <td>16 to 24 years</td> <td>52.1</td> </tr> <tr> <td>50 years and older</td> <td>53.9</td> </tr> <tr> <td>65 years and older</td> <td>56.6</td> </tr> <tr> <td>Female</td> <td>58.0</td> </tr> <tr> <td>Male</td> <td>50.4</td> </tr> <tr> <td>Disabled</td> <td>44.4</td> </tr> <tr> <td>Black Asian &amp; Minority Ethnic</td> <td>51.0</td> </tr> <tr> <td>White Minority Ethnic</td> <td>54.6</td> </tr> <tr> <td>White British</td> <td>54.5</td> </tr> <tr> <td>Asian/Asian British</td> <td>56.3</td> </tr> </tbody> </table> | Characteristic | % satisfied with libraries | 16 to 24 years | 52.1 | 50 years and older | 53.9 | 65 years and older | 56.6 | Female | 58.0 | Male | 50.4 | Disabled | 44.4 | Black Asian & Minority Ethnic | 51.0 | White Minority Ethnic | 54.6 | White British | 54.5 | Asian/Asian British | 56.3 |
| Characteristic   | % satisfied with libraries  |                |                            |                |      |                    |      |                    |      |        |      |      |      |          |      |                               |      |                       |      |               |      |                     |      |
| 16 to 24 years   | 52.1  |                |                            |                |      |                    |      |                    |      |        |      |      |      |          |      |                               |      |                       |      |               |      |                     |      |
| 50 years and older   | 53.9  |                |                            |                |      |                    |      |                    |      |        |      |      |      |          |      |                               |      |                       |      |               |      |                     |      |
| 65 years and older   | 56.6  |                |                            |                |      |                    |      |                    |      |        |      |      |      |          |      |                               |      |                       |      |               |      |                     |      |
| Female   | 58.0  |                |                            |                |      |                    |      |                    |      |        |      |      |      |          |      |                               |      |                       |      |               |      |                     |      |
| Male   | 50.4  |                |                            |                |      |                    |      |                    |      |        |      |      |      |          |      |                               |      |                       |      |               |      |                     |      |
| Disabled   | 44.4  |                |                            |                |      |                    |      |                    |      |        |      |      |      |          |      |                               |      |                       |      |               |      |                     |      |
| Black Asian & Minority Ethnic  | 51.0  |                |                            |                |      |                    |      |                    |      |        |      |      |      |          |      |                               |      |                       |      |               |      |                     |      |
| White Minority Ethnic  | 54.6  |                |                            |                |      |                    |      |                    |      |        |      |      |      |          |      |                               |      |                       |      |               |      |                     |      |
| White British  | 54.5  |                |                            |                |      |                    |      |                    |      |        |      |      |      |          |      |                               |      |                       |      |               |      |                     |      |
| Asian/Asian British  | 56.3  |                |                            |                |      |                    |      |                    |      |        |      |      |      |          |      |                               |      |                       |      |               |      |                     |      |



|  |   |             |
|--|---|-------------|
|  | Black/Black British                               | 43.8        |
|  | Mixed Ethnicity                                   | 48.1        |
|  | White   | 54.5        |
|  | Lesbian Gay or Bisexual                           | 56.4        |
|  | No Religion or Faith                              | 52.4        |
|  | Christian Religion                                | 56.6        |
|  | Other Religions                                   | 61.4        |
|  | Carer   | 55.3        |
|  | Full Time Carer                                   | 55.6        |
|  | Part Time Carer                                   | 55.2        |
|  | Single Parent                                     | 60.7        |
|  | Two Parent  | 64.8        |
|  | Parent (all)                                      | 64.6        |
|  | No Qualifications                                 | 48.4        |
|  | Non-Degree Qualified                              | 47.7        |
|  | Degree Qualified                                  | 57.7        |
|  | Rented (Council)                                  | 43.0        |
|  | Rented (HA)                                       | 52.1        |
|  | Rented (Private)                                  | 51.1        |
|  | Owner Occupier                                    | 56.4        |
|  | Most Deprived 10%                                 | 40.6        |
|  | <b>Bristol Average</b>                            | <b>54.1</b> |
|  | <i>Source: Quality of Life in Bristol 2020-21</i> |             |

Citizens' Assembly

The citizens' assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.

Joint Strategic Needs Assessment (JSNA)

The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.

Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk)  
December 2021

Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19 on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting 'take homes'. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around

|  |   |
|--|---|
|  | communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences.  |
| <a href="#">HR Analytics: Power BI reports (sharepoint.com)</a><br>[internal link only]<br><br><a href="#">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB)</a> Appendix – Workforce Diversity Data – summary analysis | The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).   |
| <a href="#">Designing a new social reality - Research on the impact of covid-19 on Bristol's VCSE sector and what the future should be – Black South West Network 2020</a>   | Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services. |
| <b>Additional comments:</b>  |   |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation. For the library service, diversity monitoring is currently mainly achieved through the Quality of Life surveys.

Diversity data is not routinely collected from library users as it is not currently possible to anonymise such data and avoid such data being shared across six other libraries authorities and their staff. We are working on a project to collect customer data via ipads at each site.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any

completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### **GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

We must ensure that any budget setting decisions that are likely to affect future services are informed by proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens and service users on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

<sup>1</sup> Bristol judgment clarifies Councils' Budget consultation duties — The Consultation Institute

Because the underlying reasons for the Council’s budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people’s needs will still be met by other / external provision if we reduce or decommission our existing services.

We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics, which we have taken into account in making this budget proposal (detailed below).

Mitigations – The reduction of the budget is not likely to have a disproportionate impact on one or more protected characteristics or Ward area. The needs of each library will be taken into consideration when implementing the reduction

Bristol Libraries are part of Libraries West – a seven authority consortium with access to material from all authorities. Bristol Libraries offer free reservations so that residents can freely access material from Libraries West if collected in a Bristol library.

**PROTECTED CHARACTERISTICS**

|                          |  |
|--------------------------|--|
| <b>Age: Young People</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| <b>Potential impacts</b> | <p><b>Community and living / engagement</b></p> <ul style="list-style-type: none"> <li>• Young people are often under-represented in engagement and consultation and in Bristol are less satisfied than average with the way the council runs things.</li> <li>• Low income families are less likely to have books within the home</li> <li>• Low income families are more likely to rely on public computers for digital inclusion</li> </ul> <p><b>Health and wellbeing</b></p> <ul style="list-style-type: none"> <li>• Children and young people from the most deprived areas of Bristol have the poorest outcomes in health and education</li> </ul> <p><b>Economic / Education and Skills</b></p> <ul style="list-style-type: none"> <li>• 6.8% of 16-17 year olds (2020/21) were “not in education, employment or training” (NEET)</li> <li>• Young adults are most likely to have lost work or seen their income drop because of COVID-19</li> </ul>               |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Those over 50 make up a disproportionately high number of active library users in comparison with the population as a whole. Therefore, we need to be aware that any changes to the provision of the library service could impact disproportionately upon this age group.</li> </ul>  |
| Mitigations:             | See general comments above   |
| <b>Disability</b>        | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| <b>Potential impacts</b> | <ul style="list-style-type: none"> <li>• We have a legal duty to make reasonable adjustments for disabled people - Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> <li>• Any changes to the furniture or environment of the libraries must take disabled peoples’ needs into consideration – e.g. in terms accessibility including contrast, lighting, size and height etc.</li> <li>• Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>• We will ensure that there continues to be a wide range of library materials in alternative and accessible format at that disabled people are not disproportionately impacted by savings.</li> </ul> |
| <b>Sex</b>               | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• While we do not have current data, we know that historically a disproportionately higher proportion of women were active members of the library than men. Therefore, we need to be aware that any changes to the provision of the library service could impact disproportionately upon women.</li> </ul>  |

|  |   |
|--|---|
| Mitigations:   | See general comments above  |
| <b>Sexual orientation</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| <b>Potential impacts</b>   | No specific impacts identified  |
| <b>Pregnancy / Maternity</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| <b>Potential impacts</b>   | No impact identified – there are no planned cuts to library resources which are likely to disproportionately impact on pregnant people, parents or babies   |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
|  | No specific impacts identified  |
| <b>Race</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
|  | Council services should budget and make arrangements for providing translations of documents and information based on their own needs and demand. Whilst there is no automatic right in UK law for translation or interpretation into another language on request (unless that language is Welsh because of the Welsh Language Act 1993, or for deaf people e.g. if their main language is British Sign Language), the Equality Act 2010 prohibits direct and indirect discrimination on the basis of a protected characteristic, and the public sector equality duty requires all public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations. So providing translation and interpretation goes a long way to advancing equality on the basis of 'Race' for people who have little or no English because of their ethnic background. We should also consider communication needs of groups who may have poor levels of literacy or learning difficulties through the use of plain English, easy read versions of documents and using pictures instead of translation etc. |
| <b>Religion or Belief</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| <b>Potential impacts</b>   | People from faith groups are most likely to hold a library card (52%) compared with other groups; they are also the most satisfied with than any other group. Any changes to the libraries or facilities need to be made with the needs of faith groups in mind. For example, spaces to pray.   |
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
|  | No specific impacts identified  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |   |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
|  | Whilst we have not identified any disproportionate impact on deprivation and potential savings are not focused on any locality, people from deprived areas are less likely to hold a library card but are also least satisfied with library services.<br>1 in 8 children from low income families do not have books at home so may rely more heavily on libraries for books.  |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |   |
| Potential impacts:   | n/a   |
| Mitigations:   | n/a   |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

It is unlikely that the proposals under considerations will have any potential benefit other than to contribute to a balanced budget

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

There should be no significant negative impacts on particular, though in theory there could be some disproportionate impact on services for people aged over 50, and women. Where potential impacts have been identified for disabled people, ethnic minorities and people of faith, these will be taken into consideration when making decisions to ensure that savings are made equitably, and worse off areas are not disproportionately affected

#### Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

None identified – we will ensure that future allocation or resources takes into account our PSED including the duty to advance equality of opportunity and foster good relations between different communities

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required  | Responsible Officer | Timescale       |
|--|---------------------|-----------------|
| We will ensure that any reduction in material fund spending will not be disproportionately targeted at materials for aimed at any protected group.                 | Kate Murray         | 2022-23 ongoing |
| We will ensure that our duty to provide a safe and accessible service for all is not compromised by the reduction in funding of our 'Supplies and Service' budget. | Kate Murray         | 2022-23 ongoing |
|  |                     |                 |

### 4.3 How will the impact of your proposal and actions be measured?

Review of material fund spending; health and safety checks; customer feedback


## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>2</sup>.

**Equality and Inclusion Team Review:**

**Director Sign-Off:**

<sup>2</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

|  |  |
|--|--|
| <i>Reviewed by Equality and Inclusion Team</i> |  |
| Date: 21/12/2021                               | Date: 22/12/2021   |

# Equality Impact Assessment [version 2.9]



|   |  |
|---|--|
| Title: Budget Proposal Full capitalisation of Major Projects salary costs |  |
| <input checked="" type="checkbox"/> Budget Proposal GR006 and GR007       | <input checked="" type="checkbox"/> Changing                   |
| Directorate:  | Lead Officer name:   |
| Service Area:   | Lead Officer role: James Anderson,<br>Head Of Capital Projects |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a large potential gap in our core budget next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.



**This proposal:**

1. The Major Projects team will achieve a 100% capitalisation target for financial year 2021/22
2. This means all major projects £480k salary cost will be capitalised against projects.
3. £480k salary costs will not be a pressure on the revenue budget.

**1.2 Who will the proposal have the potential to affect?**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |  |  |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

We have not identified any impact from this proposal as it will not impact on citizens or staff and is limited in scope to move percentage of cost from revenue to capital linked to project work.

|   |   |
|---|---|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by the Equality and Inclusion Team | <b>Director Sign-Off:</b><br><br>John Smith: Director, Economy of Place |
| Date: 22 December 2021  | Date: 22/12/21  |



|   |  |
|---|--|
| Title: Increasing income through enforcement action to fund a post [CC10868] and Using additional income to support Housing Options funding pressures [CC10868] |  |
| <input checked="" type="checkbox"/> Budget Proposal GR008 and GR009   | <input checked="" type="checkbox"/> Changing |
| Directorate: Growth and Regeneration  | Lead Officer name: Tom Gilchrist             |
| Service Area: Private Housing   | Lead Officer role: Manager                   |

## Step 1: What do we want to do?

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This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

### This proposal:

- These combined proposals include opportunities to increase the current level of housing enforcement activity and other income generating opportunities to ensure one post in the service is paid for plus additional income is generated to offset cost pressures in Housing Options.

### Description

Additional income can be generated through a variety of sources including:

- Increasing enforcement action on poor quality rented accommodation using various financial penalties to generate income, such as: Rent Repayment Orders, Civil Penalty Notices and Minimum Energy Efficiency Standard financial penalties. This will focus on those landlords who repeatedly disregard safety requirements.
- Charging for the service of Housing Act, legal notices

Generate additional income through a variety of opportunities:

- Restart the Landlord EXPO event in 2022 which was suspended in 2020 and 2021 due to the Covid Pandemic.
- Increase income from charging to access the Private Housing Procedure Manuals

### Current arrangements

- Since these new enforcement powers have been available in the Housing and Planning Act the service has only used these powers in limited ways.
- Generating income from these other sources in the last few years has been limited due to the pandemic.

## 1.2 Who will the proposal have the potential to affect?

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |  |  |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

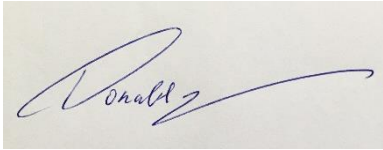
|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

We have not identified any significant equality impact from the two proposals as the service offer to private tenants and landlord will not change. The service will just be increasing our enforcement activities for serious offense, in a slightly different way, using financial penalties rather than prosecution. When a local authority establishes a housing offence has been committed, they have two options if an informal resolution cannot resolve the problem. The two options are either prosecuting the offender or issuing a financial penalty. This proposal will result in the service using the option of a financial penalty first, for less serious offences. Serious offenses will still result in prosecutions.

By reinstating the landlord Expo our service offer, this will improve the level of support and guidance provided to the landlord and agent sector in the City.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b> Donald Graham, Director-Housing and Landlord Services<br> |
| Date: 21/12/2021   | Date: 21/12/2021  |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |   |
|---|---|
| Title– Review of Pay & Display Charges at Free Car Parks - GR10   |   |
| <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service<br><input type="checkbox"/> Other [please state] | <input checked="" type="checkbox"/> New<br><input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing |
| Directorate: Growth and Regeneration – Management of Place  | Lead Officer name: David Bunting  |
| Service Area: Traffic & Highways Maintenance  | Lead Officer role: Head of Service  |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](http://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

Parking Services plan to undertake a survey of all district car parks where parking is currently free to determine if it would be feasible to introduce pay and display charges. The purpose of the exercise will be to determine whether the existing time limited restrictions in the car parks were effectively delivering key aspects of the parking strategy and deterring long stay car parking in these locations.

The number of disabled bays and their location in each car park will be reviewed to improve facilities. There will be no charge or time limit for Blue Badge holders parking in disabled bays within the car park under the new traffic regulation order.

### 1.2 Who will the proposal have the potential to affect?

|   |  |   |
|---|--|---|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments:                                    |  |   |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

Yes       No      [please select]

The introduction of pay and display charges will affect all users of the car park as they will have to pay for their parking whereas currently it is free.

Access to disabled parking facilities will not be reduced. There will be no parking charge or time limit for vehicles displaying a Blue Badge and parked in a Disabled Bay in any of the car parks, as is the current situation.  
The final proposals will be subject to statutory consultation as part of the Traffic Regulation Order making process.

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known]  | Summary of what this tells us   |
|--|---|
| <a href="#">Census 2011</a> and <a href="#">Census 2021</a><br><br><a href="#">2011 Census Key Statistics About Equalities Communities</a> | The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below) |
| <a href="#">The population of Bristol</a>  | Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.                   |
| <a href="#">New wards: data profiles</a><br><br><a href="#">Ward Profiles - Power BI tool</a>  | The Ward Profiles provide a range of datasets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.  |

[Bristol Quality of Life survey 2020/21 final report](#)

[Quality of Life 2020-21 — Open Data Bristol](#)

The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online & paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people’s experience in almost every element measured by the survey.

The following car parks are currently free of charge and will be subject to review to determine whether the introduction of charges at these locations would be appropriate. We don’t currently know who uses the car parks but as many are in the vicinity of local amenities it is likely that visitors to shops and health centres make up most short-term parkers, while long term parkers might be the people who work in local area. None of the sites are in a Resident’s Parking Scheme Area or the City Centre.

It appears from the data that there is a reasonable correlation between car ownership and deprivation deciles. These locations are likely to have the most buoyant local economies and the greatest demand for car parking – however this masks the fact that people will travel to areas with good local shops and amenities and the use of the car parks may not reflect the make up of the local populations.

| District Car Parks                | Spaces     | Ward                        | LSOA      | Deprivation IMD Decile | Average No Cars per household (Bristol = 1.04) |
|-----------------------------------|------------|-----------------------------|-----------|------------------------|--|
| Clayton Street                    | 45         | Avonmouth & Lawrence Weston | E01014499 | 2                      | 1.06   |
| Ridingleaze                       | 20         | Avonmouth & Lawrence Weston | E01014638 | 1                      | 1.06   |
| Waverley Road                     | 37         | Avonmouth & Lawrence Weston | E01014493 | 2                      | 1.06   |
| Callington Road                   | 23         | Brislington West            | E01014535 | 7                      | 1.14   |
| Repton Road                       | 14         | Brislington West            | E01014531 | 6                      | 1.14   |
| Alexandra Park (Currently Closed) | 24         | Eastville                   | E01014572 | 3                      | 1.04   |
| Beechwood Road                    | 67         | Frome Vale                  | E01014590 | 3                      | 1.07   |
| Stoke View                        | 40         | Frome Vale                  | E01014588 | 3                      | 1.07   |
| Queens Road                       | 14         | Hartcliffe & Withywood      | E01014595 | 1                      | 0.81   |
| Machin Road                       | 21         | Henbury & Brentry           | E01014605 | 1                      | 1.09   |
| Ducie Road                        | 44         | Lawrence Hill               | E01033356 | 1                      | 0.53   |
| Chalks Road                       | 59         | St George West              | E01014681 | 4                      | 0.88   |
| Derby Street                      | 45         | St George West              | E01014681 | 4                      | 0.88   |
| Harden Road                       | 30         | Stockwood                   | E01014707 | 5                      | 1.3  |
| Westbury Hill                     | 104        | Westbury-on-Trym & Henleaze | E01014719 | 9                      | 1.42   |
| <b>Total Off St</b>               | <b>587</b> |                             |           |                        |  |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Age                 | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Gender Reassignment           |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity   | <input checked="" type="checkbox"/> Race               |
| <input type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex        | <input checked="" type="checkbox"/> Sexual Orientation |

### 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

We do not hold information on the protected characteristics of these groups in respect to car ownership, and usage of car parks however, we do have specific ward data on the protected characteristics identified above.

### 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

The approach will be agreed through the decision pathway process but initial process to determine which, if any, sites to progress would potentially be based on:

- Sites surveys to assess usage levels
- Questionnaires issued to car park users and local businesses, where we will collect diversity data
- Online consultation questionnaire
- Review with local councillors

### 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

The approach will be agreed through the decision pathway process but initial process to determine which, if any, sites to progress would potentially be based on:

- Sites surveys to assess usage levels
- Questionnaires issued to car park users and local businesses, where we will collect diversity data
- Online consultation questionnaire
- Review with Local Councillors

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)



### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

|  |   |
|--|---|
| <b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)  |   |
| The proposal will increase the cost of pay & display parking and will therefore affect all groups, although those on fixed or low incomes will be disproportionately affected. |   |
| <b>PROTECTED CHARACTERISTICS</b>   |   |
| <b>Age: Young People</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   |   |
| <b>Age: Older People</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | Some older people who are less mobile and less able to walk significant distances may be disproportionately impacted by additional costs                                      |
| Mitigations:   | Charges will initially be introduced at a low level to minimise the impact.   |
| <b>Disability</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | Some people with impairments or disabilities who are dependent on a motor vehicle as a driver or passenger may be disproportionately impacted by additional costs             |
| Mitigations:   | Blue Badge holders will be able to park for free as in all other BCC Pay & Display car parks. Charges will initially be introduced at a low level to minimise the impact.     |
| <b>Sex</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   |   |
| <b>Sexual orientation</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   |   |
| <b>Pregnancy / Maternity</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | People who are dependent on a motor vehicle as a driver or passenger because they are pregnant or have young children may be disproportionately impacted by additional costs. |
| Mitigations:   | Charges will initially be introduced at a low level to minimise the impact.   |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   |   |
| <b>Race</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   |   |
| <b>Religion or Belief</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   |   |
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   |   |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |   |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | The introduction of Pay & Display charges may have a disproportionate impact on low income households.  |
| Mitigations:   | Charges will initially be introduced at a low level to minimise the impact.   |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>   |

|  |  |
|--|--|
| Potential impacts:   | People who are dependent on motor vehicles to provide care for others may be disproportionately impacted by additional costs |
| Mitigations:   |  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   |  |
| Mitigations:   |  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

Those in low or fixed income households may include some pensioners and those in receipt of disability payments. These groups are likely to already be in receipt of concessions such as free public transport or Blue Badges which mitigate any rise in parking charges.

For residents in the Residents Parking Schemes (RPS) there are resident's parking permits which are very reasonably priced.

Pay & Display parking in the RPS is currently just c£1.3 per hour.

The parking charge also needs to be taken in the local context. A day ticket for bus travel in the Bristol area costs £5, a Park & Ride tickets costs £5. The proposed parking charges mean that customers can generally park for 3 hours for £5. It would undermine the Council's transport policies if parking in the city centre were so cheap that it deterred people from making more sustainable travel choices.

Efficient transport policies which reduce congestion and improve public transport efficacy and air quality will improve the environment for all residents and visitors to the city.

The Council's policies are focussed on reducing the dependence on the private car and encouraging those who can, to use alternative, more sustainable means of transport. These policies improve the environment for everybody while also helping those unable to make different choices by reducing the overall demand which in turn improves the turnover of spaces and provides more opportunity & better services to those who need it.

The Council is actively promoting active travel through improved walking and cycling facilities and initiatives.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

**Summary of significant negative impacts and how they can be mitigated or justified:**

Those in low or fixed income households may include some pensioners and those in receipt of disability payments. These groups are likely to already be in receipt of concessions such as free public transport or Blue Badges which mitigate any rise in parking charges. However, pregnant women and women with children may be adversely affected but we will introduce charges initially at a lower introductory rate.

**Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:**

The Council's policies are focussed on reducing the dependence on the private car and encouraging those who can, to use alternative, more sustainable means of transport. These policies improve the environment for everybody while also helping those unable to make different choices by reducing the overall demand which in turn improves the turnover of spaces and provides more opportunity & better services to those who need it.

**4.2 Action Plan**

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required  | Responsible Officer | Timescale            |
|--|---------------------|----------------------|
| Questionnaires issued to car park users and local businesses, where we will collect diversity data | Sarah Clarke        | January 2022 onwards |


**4.3 How will the impact of your proposal and actions be measured?**

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Feedback on questionnaires issued to car park users and local businesses, and Quality of life data on how citizens.

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by the Equality and Inclusion Team. | <b>Director Sign-Off:</b><br> |
| Date: 5 January 2022   | Date: 5 January 2022   |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |   |
|--|---|
| Title– Parking Tariff Review 2022-23 Controlled Parking Zone (City Centre) & Off Street Car Parks - GR11   |   |
| <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service<br><input type="checkbox"/> Other [please state] | <input checked="" type="checkbox"/> New<br><input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing |
| Directorate: Growth and Regeneration – Management of Place   | Lead Officer name: David Bunting  |
| Service Area: Traffic & Highways Maintenance   | Lead Officer role: Head of Service  |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](https://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

The proposal is to increase parking charges in the Central Controlled Parking Zone and its off street car parks. These charges are set in line with local transport policy. This aims to reduce congestion and improve air quality by promoting public transport and active travel over private car journeys wherever possible. Long stay parking is particularly discouraged, short stay parking which supports the local economy is encouraged. In order to ensure that the parking tariffs continue to discourage long term parking usage it is important that they are periodically increased in line with inflation which is what this proposal aims to do.

### 1.2 Who will the proposal have the potential to affect?

|   |  |   |
|---|--|---|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments:                                    |  |   |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

These increases will apply to all users of Pay & Display bays in the CPZ and for those using the Bristol City Council or Off Street car parks.

Because of these increased costs, there is a potential for citizens and/or businesses to be affected by this proposal.

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known]                               | Summary of what this tells us  |
|---|--|
| ONS 2011 Census Crown Copyright 2012.   | <ul style="list-style-type: none"> <li>- We know the make-up of Bristol residents from the 2011 census and although this data is old, it does give us some indication.</li> </ul>  |
| Quality of Life Survey 2020<br><br>% of people who think Public Transport is inaccessible | <ul style="list-style-type: none"> <li>- Bristol average is 9.4%</li> <li>- Disabled people 16.4%</li> <li>- LGBT people 12.9%</li> <li>- Other religions 12.9%</li> </ul> <p>We have a high percentage of people who think public transport is inaccessible</p> |
| Quality of Life Survey 2020<br><br>% of people who think congestion is a problem locally  | <ul style="list-style-type: none"> <li>- Bristol average is 70%</li> <li>- LGBT 76% think that congestion is a problem locally</li> </ul>  |
| <b>Additional comments: see below</b>   |  |

| Age                               | Number  | %     | England & Wales % |
|-----------------------------------|---------|-------|-------------------|
| 0-17 years                        | 87,503  | 20.4  | 21.3              |
| 18-64 years                       | 284,859 | 66.5  | 62.2              |
| 65 years and over                 | 55,872  | 13.0  | 16.4              |
| Total population                  | 428,234 | 100.0 | 100.0             |
| <b>Gender</b>                     |         |       |                   |
| Male                              | 213,071 | 49.8  | 49.2              |
| Female                            | 215,163 | 50.2  | 50.8              |
| <b>Ethnicity</b>                  |         |       |                   |
| White British                     | 333,432 | 77.9  | 80.5              |
| Other White                       | 26,160  | 6.1   | 5.5               |
| Black and minority ethnic group   | 68,642  | 16.0  | 14.0              |
| <b>Religion</b>                   |         |       |                   |
| Yes                               | 233,234 | 54.5  | 67.7              |
| No                                | 160,218 | 37.4  | 25.1              |
| Not stated                        | 34,782  | 8.1   | 7.2               |
| <b>Disability</b>                 |         |       |                   |
| Day-to-day activities limited     | 71,724  | 16.7  | 17.9              |
| Day-to-day activities not limited | 356,510 | 83.3  | 82.1              |
| <b>Sexual orientation [1]</b>     |         |       |                   |
| LGBT                              |         |       | 6%                |

Sources:  
ONS 2011 Census Crown Copyright 2012  
[1] Stonewall Index - national data only

However, people who park in Bristol are not necessarily residents and may travel in from neighbouring authorities or further afield reflecting Bristol's status as a tourist destination.

We do not collect equalities data on parking users.

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Age                 | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Gender Reassignment           |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity   | <input checked="" type="checkbox"/> Race               |
| <input type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex        | <input checked="" type="checkbox"/> Sexual Orientation |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

We do not have data on customers' status in terms of gender reassignment, marital status, pregnancy or maternity or whether they are from a low income household.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

Tariff revisions in the past go through a process which involves full statutory consultation with the whole public which includes notices on and off street and advertisements in local newspapers. These processes have never previously identified any material equality impacts.

The proposed changes in the Parking Tariff Report 2021/22 are minor increases based on inflation and will consist of notices on street advising the public that use the parking facilities that the charges will be increased.

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

Any future reviews of the CPZ and off street car parks (and which would include public consultation) would consider any broader or scheme specific changes to the way the CPZ operates. The change at this time is simply to increase all charges in line with inflation. .

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)

The proposal will increase the cost of pay & display parking and will therefore affect all groups, although those on fixed or low incomes will be disproportionately affected.

#### PROTECTED CHARACTERISTICS

**Age: Young People** Does your analysis indicate a disproportionate impact? Yes  No

Potential impacts:

Mitigations:

**Age: Older People** Does your analysis indicate a disproportionate impact? Yes  No

|  |  |
|--|--|
| Potential impacts:   | Some older people who are less mobile and less able to walk significant distances may be disproportionately impacted by additional costs   |
| Mitigations:   | See above  |
| <b>Disability</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   | No adverse impacts have been identified due to disability as those with Blue Badges can park for free and without time limit in all Council Pay & Display parking locations on and off street.                 |
| Mitigations:   | See above  |
| <b>Sex</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Sexual orientation</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Pregnancy / Maternity</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | There is some potential for pregnant women and new parents to be adversely affected due to their limited mobility if they are more likely to use a car than public transport or active travel during this time |
| Mitigations:   | See above  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Race</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Religion or Belief</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |  |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | There is some potential for those living in low income households to be adversely affected by any increase in parking charges.   |
| Mitigations:   |  |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   | As above   |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   |  |
| Mitigations:   |  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't



- ✓ Foster good relations between people who share a protected characteristic and those who don't

Those in low or fixed income households may include some pensioners and those in receipt of disability payments. These groups are likely to already be in receipt of concessions such as free public transport or Blue Badges.

For residents in the Controlled Parking Zone (CPZ) there are resident's parking permits which are very reasonably priced at £50 or less per annum.

Pay & Display parking in the RPS is currently just c£1 per hour which also makes it a reasonable alternative to city centre parking for those that can walk part of their journey.

The parking charge also needs to be taken in the local context. A day ticket for bus travel in the Bristol area costs £5, a Park & Ride tickets costs £5. The proposed parking charges mean that customers can generally park for 3 hours for £5. It would undermine the Council's transport policies if parking in the city centre were so cheap that it deterred people from making more sustainable travel choices.

3.3 Does the proposal create any benefits for people with protected characteristics?

Efficient transport policies which reduce congestion and improve public transport efficacy and air quality will improve the environment for all residents and visitors to the city.

The Council's policies are focussed on reducing the dependence on the private car and encouraging those who can, to use alternative, more sustainable means of transport. These policies improve the environment for everybody while also helping those unable to make different choices by reducing the overall demand which in turn improves the turnover of spaces and provides more opportunity & better services to those who need it.

The Council is actively promoting active travel through improved walking and cycling facilities and initiatives such as the close of Bristol Bridge to cars.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

The Council is currently under a legal direction to improve Air Quality in the City Centre. The Council has a duty to deliver on its transport policy and cannot do this if charges become so low as to undermine policy. It is therefore important that inflation is applied to parking prices in order to maintain their 'relative' cost.

#### Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required  | Responsible Officer | Timescale |
|--|---------------------|-----------|
| A full and detailed review of parking charges is scheduled to begin in 2022-23 which will include full public consultation as part of the formal legal process to change a Traffic Regulation Order. |                     |           |
| We currently have a number of designated disabled parking bays in our off street car parks. We could also consider the addition of   |                     |           |

| Improvement / action required   | Responsible Officer | Timescale |
|---|---------------------|-----------|
| 'parent & child' bays for pregnant women and parents of young children – as convenience and access are often a more significant issue than price. |                     |           |
|   |                     |           |


### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Through ongoing measures assessing walking, cycling & bus usage.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|   |   |
|---|---|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by the Equality and Inclusion Team | <b>Director Sign-Off:</b><br> |
| Date: 29 December 2021  | Date: 5 January 2022  |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |   |
|--|---|
| Title: RPS Tariff Changes 2021 – Removal of first free 30 minutes of free parking – GR12   |   |
| <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service<br><input type="checkbox"/> Other [please state] | <input checked="" type="checkbox"/> New<br><input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing |
| Directorate: Growth and Regeneration – Management of Place   | Lead Officer name: David Bunting  |
| Service Area: Traffic & Highways Maintenance   | Lead Officer role: Head of Service  |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](http://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

|  |
|--|
| <p>Bristol’s Resident Parking Schemes (RPS) were introduced between c2011 and c2016. Permit structures and prices were standardised in 2015 and each new scheme either adopted the standardised structure from the outset or was changed during the initial scheme reviews.</p> <p>Parking Services are seeking approval to remove the first free 30 minutes of free parking in all pay and display bays located in all Residents Parking Schemes. It is important for our ability to meet our traffic management policy objectives in terms of promoting short stay parking through the turnover of spaces and the encouragement of a modal shift to more sustainable travel choices through the deterrent factor of parking charges.</p> |
|--|

### 1.2 Who will the proposal have the potential to affect?

|   |  |   |
|---|--|---|
| <input type="checkbox"/> Bristol City Council workforce   | <input checked="" type="checkbox"/> Service users                  | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services  | <input type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments: All residents and businesses located within ES RPS and potentially all visitors too. |  |   |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If ‘Yes’ complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

Pay & Display parking will become more expensive for all those making short visits to households and businesses located in the Residents Parking Schemes increasing to £1.30/hour for all those using the pay and display bays. These changes will apply to all RPS.

Because of these increased costs, there is a potential for citizens and/or businesses to be affected by this proposal.

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known] | Summary of what this tells us |  |
|---|-------------------------------|--|
| Area<br><a href="#">Scheme areas - bristol.gov.uk</a>       | Ward/s                        | Indicator of Size  |
| Bower Ashton  | Bedminster                    | 1 – 14 P&D Bays<br>2 – 71 Residential properties<br>3 – 0 Business properties      |
| Kingsdown   | Cotham<br>Central             | 1 – 618 P&D Bays<br>2 – 2978 Residential properties<br>3 – 194 Business properties |
| Cotham  | Cotham<br>Clifton Down        | 1 – 865 P&D Bays<br>2 – 2454 Residential properties<br>3 – 120 Business properties |
| Cotham North  | Cotham<br>Clifton Down        | 1 – 643 P&D Bays<br>2 – 2716 Residential properties                                |

|                          |                                   |   |
|--------------------------|-----------------------------------|---|
|                          | Redland                           | 3 – 215 Business properties   |
| Redland                  | Redland                           | 1 – 254 P&D Bays<br>2 – 1121 Residential properties<br>3 – 35 Business properties   |
| Clifton East             | Clifton Down                      | 1 – 966 P&D Bays<br>2 – 3743 Residential properties<br>3 – 367 Business properties  |
| Clifton Village          | Clifton                           | 1 – 1050 P&D Bays<br>2 – 4592 Residential properties<br>3 – 395 Business properties |
| Cliftonwood and Hotwells | Hotwells & Harbourside<br>Clifton | 1 – 523 P&D Bays<br>2 – 2743 Residential properties<br>3 – 96 Business properties   |
| Spike Island             | Hotwells & Harbourside            | 1 – 139 P&D Bays<br>2 – 753 Residential properties<br>3 – 104 Business properties   |
| Southville               | Southville                        | 1 – 644 P&D Bays<br>2 – 3539 Residential properties<br>3 – 202 Business properties  |
| Bedminster East          | Southville                        | 1 – 391 P&D Bays<br>2 – 1537 Residential properties<br>3 – 419 Business properties  |
| Redcliffe                | Central                           | 1 – 143 P&D Bays<br>2 – 1167 Residential properties<br>3 – 55 Business properties   |
| Easton and St Philips    | Lawrence Hill                     | 1 – 756 P&D Bays<br>2 – 3320 Residential properties<br>3 – 390 Business properties  |
| St Pauls                 | Ashley                            | 1 – 385 P&D Bays<br>2 – 2208 Residential properties<br>3 – 181 Business properties  |
| Montpelier               | Ashley                            | 1 – 299 P&D Bays<br>2 – 2071 Residential properties<br>3 – 168 Business properties  |

|                                 |                  |   |
|---------------------------------|------------------|---|
| Pitlochry Close                 | Horfield         | These permitted parking areas do not have any provision for pay and display parking and are not affected by the proposal. |
| Edward Road and Chatsworth Road | Brislington West |   |
| Cheswick Village                | Lockleaze        |   |

**Additional comments:**

The original purpose of the 30 minute free tickets was to support local businesses who were fearful of losing passing trade. Users of the 30 minute free ticket could therefore be from anywhere and not necessarily from the local community.

However, 30 minute free tickets are not only used by short term visitors to shops, but they also support short term visitors to residential properties such as for the provision of care, for deliveries or for tradespeople.

Many of these needs could be met through the use of resident’s visitor permits or essential care permits or trader permits. Businesses also have access to customer permits which could be used for this purpose – although we acknowledge that this isn’t entirely practical for short term passing trade.

However we also know that the system is sometimes abused – some individuals simply get repeat free tickets throughout the day and this is difficult to enforce without significant numbers of Civil Enforcement Officers, at a cost. Removal of the free ticket would facilitate enforcement without penalising those whose needs could be met through other means.

**2.2 Do you currently monitor relevant activity by the following protected characteristics?**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Age                            | <input type="checkbox"/> Disability          | <input type="checkbox"/> Gender Reassignment |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity | <input type="checkbox"/> Race                |
| <input type="checkbox"/> Religion or Belief             | <input type="checkbox"/> Sex                 | <input type="checkbox"/> Sexual Orientation  |

**2.3 Are there any gaps in the evidence base?**

Where there are gaps in the evidence, or you don’t have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn’t mean that you can’t complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

We do not currently measure protected characteristics of service users in RPS areas specifically, however we have ward level diversity data for most characteristics but do not have car ownership data that correlates to how many people take up the 30 minutes free option. We have LSOA data for economic deprivation however, users of the 30-minute free tickets are not necessarily residents of the area – they are visitors who do not have resident permits and who would otherwise need to pay and display if the resident or business they are visiting is not able to provide them with a visitor/care/customer permit.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

Full consultation took place when the RPS were introduced and at the time of the formal scheme reviews.

The process to change Traffic Regulation Orders to apply the removal of the first free 30 minutes of parking will require full Statutory consultation. Any objections to the changes will be considered by the Director, Economy of Place before making any final decision to implement the changes.

At this time we are not considering any wider review of RPS in general.

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

Any future reviews of the RPS (and which would include public consultation) would consider any broader or scheme specific changes to the way the RPS operate. The change at this time is simply to remove the first free 30 minutes of free parking in Pay & Display bays located in the RPS areas.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

|  |  |
|--|--|
| <b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)  |  |
| The proposal will increase the cost of pay & display parking and will therefore affect all groups, although those on fixed or low incomes will be disproportionately affected. |  |
| <b>PROTECTED CHARACTERISTICS</b>   |  |
| <b>Age: Young People</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>               |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Age: Older People</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>               |
| Potential impacts:   | Some older people who are less mobile and less able to walk significant distances may be disproportionately impacted by additional costs |

|   |  |
|---|--|
| Mitigations:                            | Many of these needs could be met through the use of resident's visitor permits or essential care permits or trader permits. Businesses also have access to customer permits which could be used for this purpose – although we acknowledge that this isn't entirely practical for short term passing trade.  |
| <b>Disability</b>                       | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | Some people with impairments or disabilities who do not have Blue Badges but who are still dependent on a motor vehicle or as a driver or passenger may be disproportionately impacted by additional costs   |
|   | Blue Badge holders will be able to park for free.  |
| <b>Sex</b>                              | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      |  |
| Mitigations:                            | Many of these needs could be met through the use of resident's visitor permits or essential care permits or trader permits. Businesses also have access to customer permits which could be used for this purpose – although we acknowledge that this isn't entirely practical for short term passing trade.  |
| <b>Sexual orientation</b>               | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>Pregnancy / Maternity</b>            | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | People who are dependent on a motor vehicle as a driver or passenger because they are pregnant or have young children may be disproportionately impacted by additional costs   |
| Mitigations:                            | Many of these needs could be met through the use of resident's visitor permits or essential care permits or trader permits. Businesses also have access to customer permits which could be used for this purpose – although we acknowledge that this isn't entirely practical for short term passing trade.  |
| <b>Gender reassignment</b>              | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>Race</b>                             | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>   |  |
| <b>Socio-Economic (deprivation)</b>     | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | There is some potential for those living in low income households to be adversely affected by any increase in parking charges.   |
| Mitigations:                            | The proposal will increase the cost of pay & display parking and will therefore affect all groups, although those on fixed or low incomes will be disproportionately affected. Many of these needs could be met through the use of resident's visitor permits or essential care permits or trader permits. Businesses also have access to customer permits which could be used for this purpose. |
| <b>Carers</b>                           | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | People who are dependent on motor vehicles to provide care for others may be disproportionately impacted by additional costs.  |
| Mitigations:                            | Those with formal care needs can apply for essential care permits for their carers. Many of these needs could be met through the use of resident's visitor permits or essential  |



|  |   |
|--|---|
|  | care permits or trader permits. Businesses also have access to customer permits which could be used for this purpose. |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |   |
| Potential impacts:   |   |
| Mitigations:   |   |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

Those in low or fixed income households may include some pensioners and those in receipt of disability payments. These groups are likely to already be in receipt of concessions such as free public transport or Blue Badges which mitigate any rise in parking charges.

For residents in the Residents Parking Schemes (RPS) there are resident's parking permits which are very reasonably priced. Residents with care needs can apply for Essential Visitor permits and businesses can apply for customer permits. Tradespeople can apply for trader permits.

Pay & Display parking in the RPS for those ineligible for any other permit is currently just c£1.30 per hour.

The parking charge also needs to be taken in the local context. A day ticket for bus travel in the Bristol area costs £5, a Park & Ride tickets costs £5. The proposed parking charges mean that customers can generally park for 3 hours for £5. It would undermine the Council's transport policies if parking in the city centre were so cheap that it deterred people from making more sustainable travel choices.

Efficient transport policies which reduce congestion and improve public transport efficacy and air quality will improve the environment for all residents and visitors to the city.

The Council's policies are focussed on reducing the dependence on the private car and encouraging those who can, to use alternative, more sustainable means of transport. These policies improve the environment for everybody while also helping those unable to make different choices by reducing the overall demand which in turn improves the turnover of spaces and provides more opportunity & better services to those who need it.

The Council is actively promoting active travel through improved walking and cycling facilities and initiatives.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

|  |
|--|
| <b>Summary of significant negative impacts and how they can be mitigated or justified:</b>   |
| The Council is currently under a legal direction to improve Air Quality in the City Centre although we know this scheme is not only focused on the city centre, but we would also like to ensure the rollout has parity. The Council has a duty to deliver on its transport policy and cannot do this if charges become so low as to undermine policy. |
| <b>Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:</b>   |
| None identified  |

## 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required | Responsible Officer | Timescale |
|-------------------------------|---------------------|-----------|
| N/A                           |                     |           |
|                               |                     |           |
|                               |                     |           |


## 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

|  |
|--|
| Annual review of parking accounts and bay turnover statistics. |
|--|

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|   |  |
|---|--|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by the Equality and Inclusion team | <b>Director Sign-Off:</b><br> |
| Date: 5 January 2022  | Date: 5 January 2022   |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |   |
|---|---|
| Title– Bristol Bridge Enforcement - GR13  |   |
| <input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service<br><input type="checkbox"/> Other [please state] | <input checked="" type="checkbox"/> New<br><input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing |
| Directorate: Growth and Regeneration – Management of Place  | Lead Officer name: David Bunting  |
| Service Area: Traffic & Highways Maintenance  | Lead Officer role: Head of Service  |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](https://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

|  |
|--|
| <p>The enforcement of bus lanes has been ongoing since they were first introduced in BCC in 2012, with the primary objective of encouraging motorists to comply with the restrictions in place.</p> <p>Bristol Bridge bus lane restrictions were introduced in the autumn of 2020 and have been enforced since then. However due to the ever changing traffic situation in the city due to COVID we are still issuing high numbers of Penalty Charge Notices.</p> <p>These high numbers are expected to continue into the next year and so the additional income expected can be used to help “bridge the gap” in the short term. Eventually motorists will comply as they incur fines and the numbers of PCN’s will drop.</p> |
|--|

### 1.2 Who will the proposal have the potential to affect?

|  |  |   |
|--|--|---|
| <input type="checkbox"/> Bristol City Council workforce  | <input checked="" type="checkbox"/> Service users                  | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services   | <input type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments: All residents who are eligible for their disabled advisory bays who live within Residents Parking Schemes would be affected however, we do not plan to stop residents using those bays where they are already in place. |  |   |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

**Yes**                       **No**                      [please select]

This is Business As Usual and NOT a change project or the introduction of anything new and does not need an EqIA.


The use of bus lane restrictions and their enforcement is undertaken in accordance with national legislation with the objective of ensuring bus lanes are only used for permitted vehicles.

We are using the fixed penalty fines to deter people from using Bristol Bridge, there is no change in service or service delivery we are simply using the funding from these PCN's to bridge the gap.

Bristol City Council will also bring in a new clean air next year and will support it with rolling this out of this initiative.

### Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|   |  |
|---|--|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by the Equality and Inclusion Team | <b>Director Sign-Off:</b><br> |
| Date: 29 December 2021  | Date: 5 January 2022   |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |   |
|--|---|
| Title: RPS Permit & Tariff Changes 2021 updated  |   |
| <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service<br><input type="checkbox"/> Other [please state] | <input checked="" type="checkbox"/> New<br><input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing |
| Directorate: Growth and Regeneration – Management of Place   | Lead Officer name: David Bunting  |
| Service Area: Traffic & Highways Maintenance   | Lead Officer role: Head of Service  |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](https://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

Bristol’s Resident Parking Schemes (RPS) were introduced between c2011 and c2016. Permit structures and prices were standardised in 2015 and each new scheme either adopted the standardised structure from the outset or was changed during the initial scheme reviews. Easton & St Philips RPS was the last scheme to undergo its initial scheme review and the timing coincided with the Mayor’s electoral pledge not to increase RPS charges during his initial term in office. So while ES RPS was reviewed, the structure and prices applied to ES RPS could not be changed.

Parking Services are now seeking approval to apply an inflationary increase to RPS permit and Pay & Display charges, to follow on from a similar review of parking charges in the Controlled Parking Zone that was implemented this year. It is important for our ability to meet our traffic management policy objectives in terms of promoting short stay parking through the turnover of spaces and the encouragement of a modal shift to more sustainable travel choices through the deterrent factor of parking charges, that those charges remain relative in real terms. This is the primary objective of the current tariff report.

However, officers are acutely aware of the anomalous situation in Easton & St Philips and that residents and businesses in that area are currently being treated differently to all other RPS. We are using this opportunity to seek guidance on whether we should now take the opportunity to bring ES RPS in line with the other RPS areas so that the RPS are applied consistently and fairly across the city and so that any differences between the zones are the result of policy-based decisions only.

The changes will have an impact on citizens in ES RPS, but it’s important to record that these citizens are being treated differently to other citizens at the moment and that this change is intended to remove those anomalies to ensure that all citizens are treated equally.

### 1.2 Who will the proposal have the potential to affect?

|  |  |   |
|--|--|---|
| <input type="checkbox"/> Bristol City Council workforce  | <input checked="" type="checkbox"/> Service users                  | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services   | <input type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments: All residents and businesses affected within ES RPS and potentially all visitors too. |  |   |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

**Yes**       **No**      [please select]

Pay & Display parking will become more expensive – increasing from £1/hour to £1.30/hour. Parking Permits & Visitor Vouchers will increase by approximately 17% to reflect inflation since they were first set. These changes will apply to all RPS.

In ES RPS the additional changes will be as follows:

The maximum stay for Pay & Display parking will increase from 2 hours to 3 hours.

The figures in the following section are current prices before the inflationary increase is added:

Residents will still be entitled to up to 3 residential permits but the price of these will be brought in line with the other scheme areas:

- First permit prices will be based on vehicle emissions, so a current permit that costs £30 in ES RPS will cost between £24 and £72 depending on vehicle emissions (the majority of vehicles will be mid- range and will cost £48).
- Second permit prices will increase from £80 to £96.
- Third permit prices will decrease from £200 to £192

Business will still be entitled to up to 7 permits but instead of the current allowance of up to 2 business permits and up to 5 customer permits, businesses will be able to choose their own mix of business and customer permits.

A first business permit in ES RPS currently costs £100 and a second permit costs £200. The standard price for a full price business permit in other scheme areas is £240 each.

A customer permit in ES RPS is currently £100 compared to £250 for a full price customer permit in other scheme areas.

Discounted business and customer permits are not currently offered in ES RPS. Adopting the standard rules for other schemes would mean we are able to offer business and customers discounted rates of £140 for a business permit and £150 for a customer permit. The discounted rate is available to any school, a charity, place of worship or businesses in receipt of full small business rate relief.

Because of these increased costs there is a potential for citizens and/or businesses to be affected by this proposal.

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics](#)

and intelligence (sharepoint.com). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| <b>Data / Evidence Source</b><br>[Include a reference where known]                                       | <b>Summary of what this tells us</b>  |
|--|---|
| Ward Statistical Profile for Lawrence Hill   | <p>Age is generally not statistically different to Bristol. There are more people aged 0-15 and less people aged 55+ compared to Bristol as a whole.</p> <p>The area is in the lowest deprivation percentiles and has the highest level of child poverty.</p> <p>Over 55% of households do not have a vehicle – Lawrence Hill has the lowest levels of car ownership in Bristol.</p> <p>Lawrence Hill has the highest proportion of Black, Asian and minority ethnic residents (60%)</p>  |
| Quality of Life Survey 2020<br>% Of self-employed and run their own business in Lawrence Hill and Ashley | <p>15% of people in Bristol own their own business</p> <p>16% of Asian, British own their own business or are self employed</p> <p>9% Black British own their own business or are self employed</p> <p>13% white minority ethnic own their own business or are self employed</p> <p>15% white British own their own business or are self employed</p> <p>9.2% Black British own their own business or are self employed</p> <p>There are a large number of ethnic groups who would be affected by this change due to introduction of parking charges in this area</p> |
| Quality of Life Survey 2020<br>% of people who find it hard to manage financially                        | <p>21% of people in this ward find it hard to manage finically, compared to the Bristol average of 14%</p>  |
| Quality of Life Survey 2020<br>% of people who use their local area to go shopping                       | <p>47.4% of Bristol use their local shopping area to shop</p> <p>65+ years 54%</p> <p>All religions 57%</p> <p>The groups above are more likely to be affected by any change to parking measures</p>  |
| <b>Additional comments:</b>  |   |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Age                 | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Gender Reassignment           |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity   | <input checked="" type="checkbox"/> Race               |
| <input type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex        | <input checked="" type="checkbox"/> Sexual Orientation |

### 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

We do not currently measure protected characteristics of service users in RPS areas specifically, however we have Ward level diversity data for most characteristics, and LSOA data for economic deprivation.

### 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

Full consultation took place when the RPS were introduced and at the time of the formal scheme reviews. Affected groups have not been involved or consulted at this time, because Cabinet are being asked to approve this change as a matter of policy – that ES RPS should not operate on different terms to other scheme areas. This is to stop residents and businesses getting different treatment, however where areas of deprivation prevail this should also be considered. A resident of other scheme areas should not have to pay more for a first permit than a resident of ES RPS does but if the scheme is newly introduced there could be merited to do so. Businesses in ES RPS should not be given preferential treatment in terms of cheaper permits than businesses in other parts of the city, unless we stagger the payments according to areas of deprivation. The process to change Traffic Regulation Orders to apply the inflationary increase does not require consultation, however the legal process required to change the ES RPS Traffic Regulation Order will require full Statutory Consultation. Any objections to the changes will be considered by the Director, Economy of Place before making any final decision to implement the changes. At this time we are not considering any wider review of ES RPS or indeed RPS in general.

### 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

Any future reviews of the RPS (and which would include public consultation) would consider any broader or scheme specific changes to the way the RPS operate. The change at this time is simply to bring ES RPS in line with other areas and apply an inflationary uplift to Pay & Display and Parking Permit charges.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc.



### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

|  |  |
|--|--|
| <b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)  |  |
| The proposal will increase the cost of permits and pay & display parking and will therefore affect all groups, although those on fixed or low incomes will be disproportionately affected. We note that ES RPS falls with Lawrence Hill Ward and although this area has the highest deprivations levels it also has the lowest car ownership levels. |  |
| <b>PROTECTED CHARACTERISTICS</b>   |  |
| <b>Age: Young People</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Age: Older People</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   | Some older people who are less mobile and less able to walk significant distances may be disproportionately impacted by additional costs   |
| Mitigations:   | We note that ES RPS falls with Lawrence Hill Ward and although this area has the highest deprivations levels it also has the lowest car ownership levels.  |
| <b>Disability</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | Some people with impairments or disabilities who do not have Blue Badges but who are still dependent on a motor vehicle or as a driver or passenger may be disproportionately impacted by additional costs   |
| Mitigations:   | We note that ES RPS falls with Lawrence Hill Ward and although this area has the highest deprivations levels it also has the lowest car ownership levels.  |
| <b>Sex</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Sexual orientation</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Pregnancy / Maternity</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | People who are dependent on a motor vehicle as a driver or passenger because they are pregnant or have young children may be disproportionately impacted by additional costs   |
| Mitigations:   | We note that ES RPS falls with Lawrence Hill Ward and although this area has the highest deprivations levels it also has the lowest car ownership levels.  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Race</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | Although car use is relatively low in the Lawrence Hill Ward any proposal to increase RPZ cost will disproportionately impact on Black, Asian and minority ethnic residents on the basis of their higher representation (59.6% compared to 16% for Bristol overall). Additionally, a high proportion (29%) of residents do not speak English as main language.                         |
| Mitigations:   | We will ensure that any changes are proportionate and any increase to RPZ costs have a robust communications plan to ensure we provide clear inclusive and accessible information in a range of formats suitable for diverse communities. Communication about the cost will be available in all formats and languages. We have a high number of Somali families who live in this ward. |
| <b>Religion or Belief</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |

|  |  |
|--|--|
| Potential impacts:   | Lawrence Hill Ward had a high representation of residents from Muslim and Sikh faith groups  |
| Mitigations:   | As above - have a robust communications plan to ensure we provide clear inclusive and accessible information in a range of formats suitable for a diverse community.   |
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |  |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | Increasing costs of permits will have a bigger impact on low- or fixed-income households.  |
| Mitigations:   | It is proposed that the structure of ES RPS is changed to match other schemes but that the permit prices are increased in two cycles. We have estimated what the prices will be following another round of inflationary increases in 2025 and have recommended the prices are increased halfway at this time, and then to the full rate in 2025. |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | People who are dependent on motor vehicles to provide care for others may be disproportionately impacted by additional costs   |
| Mitigations:   | As above   |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   |  |
| Mitigations:   |  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

Increasing the maximum stay time for Pay & Display Parking has the potential to improve outcomes for those with some protected characteristics as it will allow them more time for their visits. The discounted rate for business and customer permits will be available to any school, a charity, place of worship or businesses in receipt of full small business rate relief. The proposed changes aim to ensure that residents are treated fairly and consistently across the city and are not advantaged or disadvantaged on the basis of their protected characteristics. Residents or businesses within Redcliffe RPS or Southville RPS, for example, show similar levels of deprivation to the part of Lawrence Hill that falls with the ES RPS and would have a clear expectation that they would not be treated less favourably than residents or businesses in other parts of the city.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate to site this.

**Summary of significant negative impacts and how they can be mitigated or justified:**

This assessment has shown that the proposal will most affect those in low of fixed income households but that car ownership is lowest in ES RPS so the impact is not as high as it would have been had the situation arisen in a different part of the city.

Despite this, it is not appropriate for those in ES RPS to be treated to different rules to residents or businesses in other scheme areas and that is why this change is being recommended.

We do however recognise that the financial impact on those who are affected is not insignificant and are therefore proposing to implement the increase over 2 tariff change cycles, so the full impact will not be felt until 2025.

**Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:**

It is important for the council to acknowledge that the current situation is treating some residents and businesses differently to others.

**4.2 Action Plan**

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required   | Responsible Officer | Timescale   |
|---|---------------------|-------------|
| Recommend Cabinet approve an inflationary increase to RPS charges including the standardisation of ES RPS, with the prices increase in ES RPS to be staggered over 2 inflationary cycles and to be completed in 2025. | David Bunting       | 2021 – 2025 |


**4.3 How will the impact of your proposal and actions be measured?**

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

All scheme areas will be operating on the same basis.

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by the Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br> |
| Date: 29/12/2021   | <b>Acting Director Management of Place</b><br>Date: 06/01/2022   |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |   |
|---|---|
| Title: Budget Proposal - Review of Car Parking Charges at Parks and Green Spaces across Bristol (GR015) |   |
| <input checked="" type="checkbox"/> Budget Proposal   | <input checked="" type="checkbox"/> Changing                          |
| Directorate: Management of Place  | Lead Officer name: Jon James  |
| Service Area: Natural and Marine Environment  | Lead Officer role: Head of Service for Natural and Marine Environment |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

The purpose of the proposal is to implement Traffic Regulation Orders that will introduce car parking charges at a number of car parks located in Bristol's parks and green spaces. The service is introducing car parking charges at Blaise Estate, Oldbury Court Estate and Ashton Court and wishes to bring in the remaining car parks which the parks service manages .

All income generated from fees will be allocated to maintaining and improving parks services across the city.

This assessment is for: Redcatch Park, St Annes, Dundridge, Netham. Horfield Common/Ardargh, Eastville Park, Kings Weston Estate/Shirehampton, Crews Hole Woodland, Stoke park, Hengrove park, Bedminster Down, Eastwood Farm and Muller Road.

A test of the level of fee charges and design and impact of on-street waiting charges as the principle of introducing car parking charges will need to be carried out which will be in line with the approach carried out for Blaise Estate, Oldbury Court Estate and Ashton Court .

### 1.2 Who will the proposal have the potential to affect?

|   |  |   |
|---|--|---|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments:                                    |  |   |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|  |                                    |                 |
|--|------------------------------------|-----------------|
| <input checked="" type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> | [please select] |
|--|------------------------------------|-----------------|

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known]   | Summary of what this tells us  |
|---|--|
| <p><a href="#">Bristol Quality of Life survey 2020/21 final report</a><br/>Percentage of people who find it hard to manage financially by ward. The Bristol average is 6.8 %<br/>This data suggests that most wards in Bristol find it hard to manage financially even those wards that are not deprived.</p> | <p>Ashley 14%<br/>Avonmouth &amp; Lawrence<br/>Weston 17.3%<br/>Bedminster 9.8%<br/>Bishopston &amp; Ashley Down<br/>11.3%<br/>Bishopsworth 13.5%<br/>Brislington East 13.5%<br/>Brislington West 12.3%<br/>Central 14.%<br/>Clifton 10.1%<br/>Clifton Down 11.6%<br/>Cotham 11.1%<br/>Easton 13.5%<br/>Eastville 12.0%<br/>Filwood 19.9%<br/>Frome Vale 6.9%<br/>Hartcliffe &amp; Witherwood<br/>26.1%<br/>Henbury &amp; Brentry 5.8%</p> |

|   |   |
|---|---|
|   | <p>Hengrove &amp; Whitchurch Park<br/>19.9%<br/>Hillfields 9.9%<br/>Horfield 18.1%<br/>Hotwells &amp; Harbourside 10.3%<br/>Knowle 8.8 %<br/>Lawrence Hill 21.6 %<br/>Lockleaze 17.2 %<br/>Redland 13.8 %<br/>Southmead 16.2%<br/>Southville 13.6%<br/>St George Central 14.6%<br/>St George Troopers Hill 12.8%<br/>St George West 9.2%<br/>Stockwood 22.6%<br/>Stoke Bishop 10.4%<br/>Westbury-on-Trym &amp; Henleaze 7.9%<br/>Windmill Hill 4.3%</p>   |
| <p><u>Bristol Quality of Life survey 2020/21 final report</u><br/><br/><u>Quality of Life 2020-21 — Open Data Bristol</u></p> | <p>Protected characteristic groups below illustrate which group is most satisfied with parks and green spaces.</p> <ul style="list-style-type: none"> <li>• Female 79.3%</li> <li>• Male 78.6%</li> <li>• Black, Asian, and Minority Ethnic 75.1%</li> <li>• White 79.3 %</li> <li>• Christians 77.1%</li> <li>• other religions 70.4%</li> <li>• No religions or faith 80.9%</li> <li>• 16-24 years 77.2%</li> <li>• 65 years and older 76.3%</li> <li>• Disabled 62%</li> <li>• Lesbian, Gay or Bisexual 74.3%</li> </ul>   |
|   | <p>% of people who find it hard to manage finically, the Bristol average is 6.8%</p> <ul style="list-style-type: none"> <li>• Female 7.6%</li> <li>• Male 5.9 %</li> <li>• Black, Asian, and Minority Ethnic 12.3%</li> <li>• White 6.2 %</li> <li>• Christians 5.7%</li> <li>• other religions 23.3%</li> <li>• No religions or faith 6.3%</li> <li>• 16-24 years 13.8%</li> <li>• 65 years and older 3.7%</li> <li>• Disabled 16%</li> <li>• Lesbian, Gay or Bisexual 11.5%</li> </ul> <p>The data suggest that women, Black, Asian and Minority ethnic communities, and other religions, young people, disabled and LGBTQI communities may struggle to pay increased fees.</p> |
| <p><u>Quality of Life 2020-21 — Open Data Bristol</u></p>   | <p>% of people who visit parks and green spaces at least once a week, the Bristol average is 60.3%</p>  |

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Female 60%</li> <li>• Male 61.5 %</li> <li>• Black, Asian, and Minority Ethnic 59.5%</li> <li>• White 61.3%</li> <li>• Christians 50.5%</li> <li>• other religions 53.0%</li> <li>• No religions or faith 66.6%</li> <li>• 16-24 years 62.9 %</li> <li>• 65 years and older 40.3 %</li> <li>• Disabled 35.6%</li> <li>• Lesbian, Gay or Bisexual 60.2%</li> </ul> <p>The data suggest that; disabled people, and older people, Christians, and other religions are less likely to use parks and green spaces than other equality groups. This proposal could impact these groups further. Older people are more likely to feel socially isolated than they already do.</p>  |
| <p><u>Joint Strategic Needs Assessment (JSNA)</u></p> | <p>The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.</p> |
| <p><b>Additional comments:</b></p>                    |  |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Age                 | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Gender Reassignment           |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity   | <input checked="" type="checkbox"/> Race               |
| <input checked="" type="checkbox"/> Religion or Belief  | <input checked="" type="checkbox"/> Sex        | <input checked="" type="checkbox"/> Sexual Orientation |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for gender reassignment.

The council does not hold visitor data for these sites.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

As part of the process of introducing car parking charges we will be required to formally consult the public and respond to each comment which is raised. Once this exercise is conclude we will then notify stakeholders of when the charges will be introduced. For those groups who are not satisfied with parks and green spaces we will ensure they are also consulted with.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)

The consultation and engagement processes on the proposal to introduce charging have raised significant potential equalities issues, and the Quality of Life in Bristol Survey highlights disparities by protected characteristic in the extent to which people in the city are able manage financially, are reliant on cars, and access/experience parks and green spaces.

Likewise, we have identified significant potential adverse impacts from not achieving savings proposals through introducing car parking charges: Including the risk that some parks could be maintained by volunteers, but playgrounds would probably have to close as they could not be inspected/made safe if there was insufficient money for repairs. This would impact children and families, especially in homes where there is no access to outside space and play facilities. There may also be adverse impacts for e.g. disabled and older park users if the Council is overly reliant on alternative income generation activities such as ticketed events which conflict with accessibility priorities within parks, or for Black, Asian and minority ethnic, and faith groups if alternative activities do not cater for all



|                                  |   |
|----------------------------------|---|
| communities.                     |   |
| <b>PROTECTED CHARACTERISTICS</b> |   |
| <b>Age: Young People</b>         | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:               | <ul style="list-style-type: none"> <li>Children, young people and families may be less inclined to visit these parks due to the parking charges.</li> </ul>   |
| Mitigations:                     | <p>Funding raised through the parking charges will help to ensure the park is accessible through investment in pathways and ensuring level access routes are maintained and that play equipment will be maintained and replaced when necessary.</p> <p>The charging regime includes periods at the beginning and end of the day where car parking is free. Visitors on foot or on bikes/scooters do not have to pay for access.</p> <p>The council manages many other parks and green spaces with play facilities, toilets and cafes that are free to access and parking is available on-site or on-street.</p>   |
| <b>Age: Older People</b>         | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:               | <p>Older people may be less inclined to visit these parks due to the parking charges. Older people who live close to the park may be affected by people parking on the street to avoid paying fees.</p> <p>Any reduction in the number of on-street available car parking spaces could impact older people more than the general population, because of age-related impairment of mobility.</p>   |
| Mitigations:                     | <p>Funding raised through the parking charges will help to ensure the park is accessible through investment in pathways and ensuring level access routes are maintained.</p> <p>The charging regime includes periods at the beginning and end of the day where car parking is free.</p> <p>The council manages many other parks and green spaces with play facilities, toilets and cafes that are free to access and parking is available on-site or on-street.</p> <p>Driveway protection introduced as part of this scheme will ensure older residents who rely on their vehicle for mobility will not be prevented from doing so by vehicles blocking their property access.</p>   |
| <b>Disability</b>                | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:               | <p>Disabled people may be less inclined to visit these parks due to the parking charges. Older people who live close to the park may be affected by people parking on the street to avoid paying fees.,</p> <p>Any reduction in the number of on-street available car parking spaces could impact disabled people with a mobility impairment more than the general population.</p>  |
| Mitigations:                     | <p>Funding raised through the parking charges will help to ensure the park is accessible through investment in pathways and ensuring level access routes are maintained.</p> <p>For blue badge holders car parking is free and a minimum of 5% of the parking capacity will be designed specifically for disabled visitors (excluding overflow).</p> <p>Driveway protection introduced as part of this scheme will ensure residents with a disability who rely on their vehicle for mobility will not be prevented from doing so by vehicles blocking their property access</p> <p>Blue badge holders are entitled to park on double yellow lines for up to three hours as long as they are not causing an obstruction.</p> |
| <b>Sex</b>                       | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:               | Women are more likely to satisfied with parks and are more likely to be single parents on low incomes, this proposal may have an impact on whether they use the park  |
| Mitigations:                     | Funding raised through the parking charges will help to ensure the park is accessible through investment in pathways and ensuring level access routes are maintained and that play equipment will be maintained and replaced when necessary.  |
| <b>Sexual orientation</b>        | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |

|                              |  |
|------------------------------|--|
| Potential impacts:           | LGBTQ+ people may be less inclined to visit these parks due to the parking charges.  |
| Mitigations:                 | <p>Funding raised through the parking charges will help to ensure the park is welcoming to diverse communities, for example by ensuring that there is a good cultural mix of events within parks that cater to all communities.</p> <p>The council manages many other parks and green spaces with play facilities, toilets and cafes that are free to access and parking is available on-site or on-street.</p> <p>The charging regime includes periods at the beginning and end of the day where car parking is free.</p>   |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <p>People who are pregnant may be less inclined to visit these parks due to the parking charges.</p> <p>The impact of a reduction in the number of on-street parking spaces available upon pregnancy and parents/carers with babies or young children could be greater than on the general population, because of impaired mobility, prams / buggies etc.</p>  |
| Mitigations:                 | <p>Funding raised through the parking charges will help to ensure the park is accessible through investment in pathways and ensuring level access routes are maintained.</p> <p>The council manages many other parks and green spaces with play facilities, toilets and cafes that are free to access and parking is available on-site or on-street.</p> <p>The charging regime includes periods at the beginning and end of the day where car parking is free.</p>  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | As above LGBTQI people may be less inclined to visit these parks due to the parking charges  |
| Mitigations:                 | <p>Funding raised through the parking charges will help to ensure the park is welcoming to this group by, for example, ensuring that there is a good cultural mix of events within parks that cater to all communities.</p> <p>The council manages many other parks and green spaces with play facilities, toilets and cafes that are free to access and parking is available on-site or on-street.</p> <p>The charging regime includes periods at the beginning and end of the day where car parking is free.</p>           |
| <b>Race</b>                  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | Black, Asian and minority ethnic groups may be less inclined to visit these parks due to the parking charges.  |
| Mitigations:                 | <p>Funding raised through the parking charges will help to ensure the park is welcoming to this group by, for example, ensuring that there is a good cultural mix of events within parks that cater to all communities.</p> <p>The council manages many other parks and green spaces with play facilities, toilets and cafes that are free to access and parking is available on-site or on-street.</p> <p>The charging regime includes periods at the beginning and end of the day where car parking is free.</p>           |
| <b>Religion or Belief</b>    | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | People from faith groups may be less inclined to visit these parks due to the parking charges.   |
| Mitigations:                 | <p>Funding raised through the parking charges will help to ensure the park is welcoming to people from faith groups for example, ensuring that there is a good cultural mix of events within parks that cater to all communities.</p> <p>The council manages many other parks and green spaces with play facilities, toilets and cafes that are free to access and parking is available on-site or on-street.</p> <p>The charging regime includes periods at the beginning and end of the day where car parking is free.</p> |

|  |  |
|--|--|
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |  |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | People experiencing deprivation may be less inclined to visit these parks due to the parking charges.  |
| Mitigations:   | Funding raised through the parking charges will help to ensure the park is well maintained and welcoming for all.<br><br>The council manages many other parks and green spaces with play facilities, toilets and cafes that are free to access and parking is available on-site or on-street.<br><br>The charging regime includes periods at the beginning and end of the day where car parking is free.   |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | Carers may be less inclined to visit these parks due to the parking charges. <ul style="list-style-type: none"> <li>Loss of on-street parking capacity could also impact on care plans as carers, district nurses or doctors making home visits might need to seek alternative parking, if travelling by car.</li> </ul>   |
| Mitigations:   | Funding raised through the parking charges will help to ensure the park is accessible through investment in pathways and ensuring level access routes are maintained.<br><br>For blue badge holders car parking is free and a minimum of 5% of the parking capacity will be designed specifically for disabled visitors (excluding overflow).<br><br>The council manages many other parks and green spaces with play facilities, toilets and cafes that are free to access and parking is available on-site or on-street.<br><br>The charging regime includes periods at the beginning and end of the day where car parking is free.<br><br>Driveway protection introduced as part of this scheme will ensure residents who are carers that rely on their vehicle for work will not be prevented from doing so by vehicles blocking their property access. |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   |  |
| Mitigations:   |  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The proposal will encourage a turnover of visitors so that the opportunity to have access to a parking space could improve. A lack of spaces is often an issue during holidays and good weather.

The proposal will also raise funds to enable the Council to invest and maintain other free-to-access green spaces that all communities rely on for health and wellbeing.

As and when income is raised the service can consult with representative leaders and organisations of people with protected characteristics to identify specific access needs and subsequently design maintenance and improvement

programmes that deliver these.

The vehicle waiting proposals should contribute to improved highway safety, by reducing the potential for conflict in the vicinity of the proposed waiting restrictions. This would benefit people of all ages, but would be particularly advantageous for elderly and very young people. An indirect effect of a reduction in the availability of on-street parking could be to encourage people to take up active forms of sustainable transport such as walking and cycling, which would deliver significant health benefits to the individual.

Disabled visitors to the locality, who are holders of a disabled person's badge, could find it easier to park, because they are entitled to park on double yellow lines for up to three hours as long as they are not causing an obstruction.

Driveway protection introduced as part of this scheme will ensure residents who are carers that rely on their vehicle for work will not be prevented from doing so by vehicles blocking their property access.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

This updated equality impact assessment makes it clear to decision makers that the proposal may have a disproportionate impact on some citizens because of existing disparities in the extent to which people in the city are able to manage financially, are reliant on cars, and access/experience parks and green spaces. However the assessment has not changed the recommendations as it believed the proposal provides the best way of raising income to maintain and improve green spaces across the city whilst enabling free access to both estates for non-driving visitors, applying fees that are affordable and in the control of the user and encouraging access through turnover of visitors.

The charging proposal subject to a community engagement process was a £2 flat fee for access to parking facilities when open. Following this process the proposals were then amended to provide a free-to-access period before 9am and after 6pm and a staggered charge starting at a lower £1 and moving to maximum of £3 for up to 5 hours. Parks will continue to be free to access for non-car users at all times.

The proposed fee regime is designed to offer low-cost short-stay parking at an affordable level. The charging period compares favourably with other council car parking facilities. There are other parks locally that are free.

#### Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

The proposal may encourage people to access the sites by foot rather than driving which in itself will have positive impacts for the health and wellbeing of those people. This in turn has benefits for everyone as less car journeys = less harm to the environment.

The proposal will encourage a turnover of visitors so that the opportunity to have access to a parking space could improve. A lack of spaces is often an issue during holidays and good weather.

The proposal will also raise funds to enable the Council to invest and maintain other free-to-access green spaces that all communities rely on for health and wellbeing.

As and when income is raised the service can consult with representative leaders and organisations of people with protected characteristics to identify specific access needs and subsequently design maintenance and improvement programmes that deliver these.

## 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required   | Responsible Officer | Timescale          |
|---|---------------------|--------------------|
| The service will as part of its review of its Parks and Green Space Strategy consult with representative leaders and organisations of people with protected characteristics (specifically the groups ones identified in this document) to identify specific access needs and subsequently design maintenance and improvement programmes that deliver these. | Jon James           | January 22 onwards |
| We will implement electronic counting to the access points to car parks to determine any change in visitor numbers over time.   | Jon James           | January 22 onwards |


## 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

|  |
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| <p>The proposal to charge where currently access is free understandably met with objections. This is going to make it difficult to separate out the impact of the proposal detail from the principle of charging in any future consultation process.</p> <p>We will implement electronic counting to the access points to car parks to determine any change in visitor numbers over time.</p> <p>We will also analyse year-in-year changes to relevant Quality of Life survey indicators with regard to equalities groups and deprivation <a href="#">Quality of Life 2020-21 — Open Data Bristol</a>.</p> |
|--|

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|   |   |
|---|---|
| <p><b>Equality and Inclusion Team Review:</b></p> <p><b>Reviewed by the Equality and Inclusion Team</b><br/><b>6 January 2022</b></p> | <p><b>Director Sign-Off:</b></p>  <p>Acting Service Director, Management of Place</p> |
| Date: 06/01/2022  | Date: 06/01/2022  |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



# Equality Impact Assessment [version 2.9]



|   |   |
|---|---|
| Title: Budget Proposal Increase to Allotments Annual Rent |   |
| <input checked="" type="checkbox"/> Budget Proposal GR016 | <input checked="" type="checkbox"/> Changing                    |
| Directorate: Management of Place                          | Lead Officer name: Jonathan James                               |
| Service Area: Natural and Marine Environment              | Lead Officer role: Head of Service Natural & Marine Environment |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a large potential gap in our core budget next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

#### This proposal:

The Bristol Allotment Service provides approx. 4,500 plots of variable sizes at sites across Bristol, the plots are available to rent by citizens of Bristol who pay rent depending on the size of the plot. The income raised from rents contribute to the general maintenance and provision of these sites, as well as contributing to the running costs of the wider Parks Service.

The last increase in rent was in September 2018, when rent was increased by £5 per plot (regardless of plot size). It is now proposed that the annual rental income for all allotment plots is increased by 25% in order to generate savings of at least £55K. Note savings would only be achieved at this level if allotment tenant rates remained as they are currently after the fee increase.

The resulting change in fee structure would be as follows:

| Plot size     | Current fee | Proposed fee |
|---------------|-------------|--------------|
| 1 to 75m2     | £30.00      | £37.50       |
| 1 to 150m2    | £50.00      | £62.50       |
| 150 to 225m2  | £70.00      | £87.50       |
| 226 to 350 m2 | £85.00      | £106.25      |
| 351 to 450m2  | £150.00     | £187.50      |
| 705 to 1000m2 | £305.00     | £381.25      |

## 1.2 Who will the proposal have the potential to affect?

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |  |  |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

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## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.



Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

| Data / Evidence Source<br>[Include a reference where known]   | Summary of what this tells us   |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
|---|---|---|--|------------------|--------|-----------------------|--------|-----------------------|--------|----------------|--------|------------|--------|----------|--------|------------------|--------|--------------------------|--------|----------|--------|-------|--------|---------------|--------|-------------------|--------|-----------------------------------|--------|----------------------|--------|----------------------|--------|--------------------|--------|------------------|--------|-----------------|--------|--------------------|--------|----------|--------|----------------------|--------|----------------------|--------|---------------------|--------|
| <p><a href="#">Joint Strategic Needs Assessment (JSNA)</a></p> <p><a href="#">Bristol Quality of Life survey 2020/21 final report</a></p> | <p>Working an allotment affords access to open space and encourages <b>visits to open space</b>, particularly during warm growing months.</p> <p>Results from the Bristol's Quality of Life (QoL) survey 2020/21 show that satisfaction the percentage of people who visit green spaces once a week varies based on people's characteristics and circumstances.</p> <table border="1" data-bbox="767 712 1481 1686"> <thead> <tr> <th data-bbox="767 712 1369 770">% who visit Bristol's parks and green spaces at least once a week</th> <th data-bbox="1369 712 1481 770"></th> </tr> </thead> <tbody> <tr><td data-bbox="767 770 1369 808">.Mixed Ethnicity</td><td data-bbox="1369 770 1481 808">69.40%</td></tr> <tr><td data-bbox="767 808 1369 846">White Minority Ethnic</td><td data-bbox="1369 808 1481 846">66.70%</td></tr> <tr><td data-bbox="767 846 1369 884">.No Religion or Faith</td><td data-bbox="1369 846 1481 884">66.60%</td></tr> <tr><td data-bbox="767 884 1369 922">16 to 24 years</td><td data-bbox="1369 884 1481 922">62.90%</td></tr> <tr><td data-bbox="767 922 1369 960">....Female</td><td data-bbox="1369 922 1481 960">61.50%</td></tr> <tr><td data-bbox="767 960 1369 999">...White</td><td data-bbox="1369 960 1481 999">61.30%</td></tr> <tr><td data-bbox="767 999 1369 1037">,Bristol Average</td><td data-bbox="1369 999 1481 1037">60.30%</td></tr> <tr><td data-bbox="767 1037 1369 1075">Lesbian, Gay or Bisexual</td><td data-bbox="1369 1037 1481 1075">60.20%</td></tr> <tr><td data-bbox="767 1075 1369 1113">....Male</td><td data-bbox="1369 1075 1481 1113">59.50%</td></tr> <tr><td data-bbox="767 1113 1369 1151">Carer</td><td data-bbox="1369 1113 1481 1151">56.40%</td></tr> <tr><td data-bbox="767 1151 1369 1189">Single Parent</td><td data-bbox="1369 1151 1481 1189">54.10%</td></tr> <tr><td data-bbox="767 1189 1369 1227">..Other Religions</td><td data-bbox="1369 1189 1481 1227">53.00%</td></tr> <tr><td data-bbox="767 1227 1369 1265">...Black, Asian &amp; Minority Ethnic</td><td data-bbox="1369 1227 1481 1265">52.30%</td></tr> <tr><td data-bbox="767 1265 1369 1303">.Asian/Asian British</td><td data-bbox="1369 1265 1481 1303">50.90%</td></tr> <tr><td data-bbox="767 1303 1369 1341">..Christian Religion</td><td data-bbox="1369 1303 1481 1341">50.50%</td></tr> <tr><td data-bbox="767 1341 1369 1379">50 years and older</td><td data-bbox="1369 1341 1481 1379">47.10%</td></tr> <tr><td data-bbox="767 1379 1369 1417">.Full Time Carer</td><td data-bbox="1369 1379 1481 1417">42.50%</td></tr> <tr><td data-bbox="767 1417 1369 1456">....Rented (HA)</td><td data-bbox="1369 1417 1481 1456">40.90%</td></tr> <tr><td data-bbox="767 1456 1369 1494">65 years and older</td><td data-bbox="1369 1456 1481 1494">40.30%</td></tr> <tr><td data-bbox="767 1494 1369 1532">Disabled</td><td data-bbox="1369 1494 1481 1532">35.60%</td></tr> <tr><td data-bbox="767 1532 1369 1570">.Black/Black British</td><td data-bbox="1369 1532 1481 1570">30.10%</td></tr> <tr><td data-bbox="767 1570 1369 1608">....Rented (Council)</td><td data-bbox="1369 1570 1481 1608">27.10%</td></tr> <tr><td data-bbox="767 1608 1369 1646">..No Qualifications</td><td data-bbox="1369 1608 1481 1646">24.50%</td></tr> </tbody> </table> <p>Working an allotment plot can bring health benefits from <b>physical activity</b>.</p> <p>Results from Bristol's Quality of Life (QoL) survey 2020/21 found 68.2% of people are physically active (taking at least 150 mins a week of moderate or 75 mins a week of vigorous exercise). This decreased to 55.2% for people living in the 10% most deprived areas and varies by ward from 45.7% in Hartcliffe and Withywood to 88.9% in Bishopston and Ashley Down.</p> | % who visit Bristol's parks and green spaces at least once a week |  | .Mixed Ethnicity | 69.40% | White Minority Ethnic | 66.70% | .No Religion or Faith | 66.60% | 16 to 24 years | 62.90% | ....Female | 61.50% | ...White | 61.30% | ,Bristol Average | 60.30% | Lesbian, Gay or Bisexual | 60.20% | ....Male | 59.50% | Carer | 56.40% | Single Parent | 54.10% | ..Other Religions | 53.00% | ...Black, Asian & Minority Ethnic | 52.30% | .Asian/Asian British | 50.90% | ..Christian Religion | 50.50% | 50 years and older | 47.10% | .Full Time Carer | 42.50% | ....Rented (HA) | 40.90% | 65 years and older | 40.30% | Disabled | 35.60% | .Black/Black British | 30.10% | ....Rented (Council) | 27.10% | ..No Qualifications | 24.50% |
| % who visit Bristol's parks and green spaces at least once a week   |   |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| .Mixed Ethnicity  | 69.40%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| White Minority Ethnic   | 66.70%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| .No Religion or Faith   | 66.60%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| 16 to 24 years  | 62.90%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| ....Female  | 61.50%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| ...White  | 61.30%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| ,Bristol Average  | 60.30%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| Lesbian, Gay or Bisexual  | 60.20%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| ....Male  | 59.50%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| Carer   | 56.40%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| Single Parent   | 54.10%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| ..Other Religions   | 53.00%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| ...Black, Asian & Minority Ethnic   | 52.30%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| .Asian/Asian British  | 50.90%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| ..Christian Religion  | 50.50%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| 50 years and older  | 47.10%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| .Full Time Carer  | 42.50%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| ....Rented (HA)   | 40.90%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| 65 years and older  | 40.30%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| Disabled  | 35.60%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| .Black/Black British  | 30.10%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| ....Rented (Council)  | 27.10%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |
| ..No Qualifications   | 24.50%  |   |  |                  |        |                       |        |                       |        |                |        |            |        |          |        |                  |        |                          |        |          |        |       |        |               |        |                   |        |                                   |        |                      |        |                      |        |                    |        |                  |        |                 |        |                    |        |          |        |                      |        |                      |        |                     |        |

Further population breakdowns available through the Bristol Quality of Life survey 2020/21 include:

- Gender: Women (67%) are less likely to be physically active than men (70%) although this gap has decreased since last year.
- Ethnicity: Black and Asian Minority Ethnic (BAME) groups (65%) are less likely to be physically active than White Minority Ethnic (WME) groups (69%), another strand where the gap has significantly decreased
- Age: 67% of young people aged 16 to 24 years old undertake regular exercise, compared to 48% of older people aged 65+.

Working an allotment plot may also encourage **healthier eating** through the growing, harvesting and sharing of fresh fruit and vegetables at certain times of year.

Bristol's Quality of Life Survey in 2020/21 indicates 55.9% of adults in Bristol are meeting the recommended "5 or more portions of fruit and vegetables a day". This is marginally higher than the previous year (54.4%), but a significant improvement from 2015 (50.5%).

Modelled national survey estimates indicate that a higher proportion of Bristol residents are eating 5-a-day than the national average (58.9% vs 54.6%, 2018/19).

By ward, people having 5 fruit & veg a day ranges from 41.7% in Lawrence Hill ward, to 67.7% in Redland.

The association between this indicator and deprivation is not entirely consistent across the range of deprivation, but the proportion of adults eating 5-a-day tends to rise where deprivation is less acute. e.g. 46.15% in the most deprived 10% of the city, 62.4% in the least deprived 10% of the city.

Quality of Life survey responses indicate that men (48.4%), young people (45.4%) and disabled residents (49.1%), are less likely to be eating 5-a-day fruit and veg than the city average.

**Mental health** is a state of well-being in which the individual realizes their own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to their community.

Working an allotment plot can bring mental health benefits by encouraging time spent outdoors, generating social activity and generating a sense of achievement through harvesting.

If you have good mental wellbeing, you are able to:

- feel relatively good in yourself and have self-esteem; feel and express a range of emotions;
- build and maintain good relationships with others;
- feel engaged with the world around you;
- live and work productively;
- cope with the stresses of daily life; adapt and manage in time of change and uncertainty.

4.8% of Bristol residents reported a low life satisfaction score in 2018/19, higher than the national average.

Local data shows 15% have “below average mental wellbeing”, rising to 20% in the most deprived areas.

Disabled people are the least satisfied with life (43%), significantly lower than the Bristol average (75%)

<https://www.apse.org.uk/apse/index.cfm/members-area/briefings/2020/20-79-allotments-state-of-the-market-survey-2020/> State of the Market Survey 2020 Local Authority Allotment Services

- Nationally there is a wide variance in the range of prices for renting allotments
- There has been a noticeable increase in demand for allotment plots as a result of COVID-19

**Additional comments:**

The table below shows the increases in rent for allotment plots since 2003

| Invoice date | 1 to 75m2 | 1 to 150m2 | 152 to 225m2 | 227 to 351 m2 | 356 to 450 m2 | 452 to 550m2 | 705 to 1000m2 | Column1 |
|--------------|-----------|------------|--------------|---------------|---------------|--------------|---------------|---------|
| <b>2003</b>  |           | £ 16.50    | 23/ 24.50    | £ 33.00       | £ 50.00       | £ 66.00      |               |         |
| <b>2009</b>  |           | £ 21.50    | £ 32.00      | £ 43.50       |               |              |               |         |
| <b>2010</b>  |           | £ 26.50    | £ 39.50      | £ 53.50       |               |              |               |         |
| <b>2013</b>  | £ 17.00   | £ 34.00    | £ 51.00      | £ 68.50       | £ 102.50      |              |               |         |
| <b>2014</b>  | £ 20.00   | £ 40.00    | £ 60.00      | £ 70.00       | £ 110.00      |              |               |         |
| <b>2015</b>  | £ 25.00   | £ 45.00    | £ 65.00      | £ 75.00       | £ 120.00      |              |               |         |
| <b>2016</b>  | £ 25.00   | £ 45.00    | £ 65.00      | £ 80.00       | £ 145.00      |              |               |         |
| <b>2017</b>  | £ 25.00   | £ 45.00    | £ 65.00      | £ 80.00       | £ 145.00      |              |               |         |
| <b>2018</b>  | £ 30.00   | £ 50.00    | £ 70.00      | £ 85.00       | £ 150.00      |              |               |         |
| <b>2019</b>  | £ 30.00   | £ 50.00    | £ 70.00      | £ 85.00       | £ 150.00      |              | £ 305.00      |         |
| <b>2020</b>  | £ 30.00   | £ 50.00    | £ 70.00      | £ 85.00       | £ 150.00      |              | £ 305.00      |         |

**Proposed Increase %:**

**25%** £37.50 £62.50 £87.50 £106.25 £127.50 £147.50 £187.50 £381.25

## Comparative charges with other Local Authorities for a standard 250m2 plot (2020)

| Council Provider           | Half Plot (100- 150m2)                       | Full Plot (200 – 250m2)                       |
|----------------------------|--|---|
| Sheffield City Council     | £54 rental and £30 water = £84 (up to 200m2) | £77 rental and £40 water = £117 (up to 300m2) |
| Edinburgh City Council     | £60 (100m2)                                  | £120 ( 200m2),                                |
| Plymouth City Council      | £76 (up to 179m2)                            | £152 (over 179m2)                             |
| Birmingham City Council    | £63 (85- 167m2)                              | £93 (168-334m2)                               |
| Bath & NE Somerset Council | £55.14 (150m2) + £9 flat rate for water      | £91.90 (250m2) + £9 water                     |
| Bristol City Council       | £50 (75m2 – 150m2)                           | £85 (225- 351m2)                              |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Age                            | <input type="checkbox"/> Disability          | <input type="checkbox"/> Gender Reassignment |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity | <input type="checkbox"/> Race                |
| <input type="checkbox"/> Religion or Belief             | <input type="checkbox"/> Sex                 | <input type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

We do not currently collect diversity monitoring for current allotment tenants or for citizens on the allotment waiting list.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include

any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

The Allotment Service has a legal obligation to provide tenants with 12 months' notice period of any proposed increase in rent.

The previous rent increase was agreed by the Allotment Forum meeting in 2017 as part of a consultation process, before implementing in Sept 2018. The Allotment service will continue to consult with the Allotment Forum regarding any proposed changes to the service.

### Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

#### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)

Although we do not hold diversity information on allotment tenants or those on waiting lists (which would tell us which groups are likely to be most impacted by changes to fees on the basis of their representation) we are aware of some existing disparities which show some service users might be particularly affected by increased allotment tenancy fees. We also know that nationally the range of allotment holders has broadened in terms of age and gender in recent years.

As well as identifying whether the proposal will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

Quality of Life indicators show that some protected characteristic groups are less likely to regularly access Bristol green spaces, get enough exercise, or eat fresh food etc. (see below) – there is a risk that increasing fees may place an additional barrier in the way of people benefiting from allotments in this context. The main way we can address this overall risk, as well as meeting the needs of other people living in low income households, is to continue to offer a 50% discount to tenants who are in receipt of Universal Credit, Housing Benefit or Council Tax reduction to help offset tenants who are in financial hardship, along with instalment payment plans for those who need it. We acknowledge this a partial mitigation.

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

<sup>1</sup> Bristol judgment clarifies Councils' Budget consultation duties | The Consultation Institute

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

Despite previous increases in allotment rent, the demand for allotment plots continues to grow. There are currently over 6,000 citizens on the waiting lists for sites across Bristol. The Allotment Service is continuing to identify additional land and plots that can be used to help meet the demands for the service, while exploring options of reducing the size of a 'standard' plot when tenancies end by splitting in to two plots to increase capacity of existing sites.

**PROTECTED CHARACTERISTICS**

|                              |   |
|------------------------------|---|
| <b>Age: Young People</b>     | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>Young people are less likely to be eating 5-a-day fruit and veg</li> </ul>   |
| Mitigations:                 | See general comments above  |
| <b>Age: Older People</b>     | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>The age profile of allotment holders has broadened in recent years with fewer plot holders nationally being of retirement age, the proposal may still disproportionately impact older people in Bristol.</li> <li>Older people in Bristol are: <ul style="list-style-type: none"> <li>Less likely to visit green spaces</li> <li>Less likely to be physically active</li> </ul> </li> </ul>  |
| Mitigations:                 | See general comments above  |
| <b>Disability</b>            | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>17% of Bristol's population are disabled. There are more disabled women than men living in Bristol.</li> <li>The UK Disability pay gap is 20% (2020)</li> <li>22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population, and are more likely to work part time.</li> <li>Disabled people are less likely to visit green spaces</li> <li>Disabled people are less likely to be eating 5-a-day fruit and veg</li> </ul> |
| Mitigations:                 | See general comments above  |
| <b>Sex</b>                   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:           |   |
| Mitigations:                 |   |
| <b>Sexual orientation</b>    | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:           |   |
| Mitigations:                 |   |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:           |   |
| Mitigations:                 |   |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:           |   |
| Mitigations:                 |   |
| <b>Race</b>                  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>Asian/Asian British and Black/Black British citizens in Bristol are less likely than average to visit parks and green spaces at least once a week; and less likely to say they do enough exercise each week (Quality of Life in Bristol Survey)</li> </ul>   |
| Mitigations:                 | See general comments above  |
| <b>Religion or Belief</b>    | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>People from faith groups are less likely to visit green spaces in Bristol at least once a week than people who have no religion or faith.</li> </ul>   |

|  |   |
|--|---|
| Mitigations:   | See general comments above  |
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   |   |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |   |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | <ul style="list-style-type: none"> <li>• An increase in rent could impact on allotment tenants who are struggling with financial hardship.</li> <li>• In the most deprived areas 20% of the population have below average mental wellbeing in comparison to the city average.</li> <li>• Less people in the least deprived 10% of the city are likely to be eating 5-a-day fruit and veg than the city average.</li> </ul>  |
| Mitigations:   | To partially mitigate this, the following concessions are currently in place and can be continued: <ul style="list-style-type: none"> <li>• 50% discount is offered to tenants who are in receipt of Universal Credit, Housing Benefit or Council Tax reduction.</li> <li>• 50% discount is offered to tenants who have rented plot for over 25 year.</li> <li>• 100% discount for volunteer site reps to oversee the site on behalf of the allotment service.</li> </ul> |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   | See general comments above  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |   |
| Potential impacts:   |   |
| Mitigations:   |   |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

We have not identified any significant benefits from the savings proposal, however a further increase in fees would enable the service to invest in resources that can promote allotments and food growing and help deliver an improved service to citizens.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

**Summary of significant negative impacts and how they can be mitigated or justified:**

Increased to allotment fees may have a disproportionate impact on people living in low-income households, or reduce equality of opportunity for groups who already use green spaces, exercise or eat healthy food less often. To address this the Allotment service will continue to offer 50% discount to tenants who are in receipt of Universal Credit, Housing Benefit or Council Tax reduction to help off set tenants who are in financial hardship, along with instalment payment plans for those who need it. 456 allotment tenants currently receive these discounts.

**Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:**

None identified

**4.2 Action Plan**

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required   | Responsible Officer                                       | Timescale |
|---|---|-----------|
| To reintroduce diversity data monitoring for current allotment tenants and those on the allotment waiting lists | Lorraine Smith<br>Allotments &<br>Smallholding<br>Manager | Sept 2022 |
|   |   |           |


**4.3 How will the impact of your proposal and actions be measured?**

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

All tenants would be notified of the proposed increase in rent and given 12 months' notice of the proposed increase.  
The impact of this proposal would be monitored through the annual renewal of the rental agreement with the current tenants and relevant Quality of Life Survey indicators.

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>2</sup>.

|  |  |
|--|--|
| <p><b>Equality and Inclusion Team Review:</b><br/><i>Reviewed by Equality and Inclusion Team</i></p> | <p><b>Director Sign-Off:</b></p>  <p><b>Acting Director Management of Place</b></p> |
| Date: 6/1/2022   | Date: 06/01/2022   |

<sup>2</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



# Equality Impact Assessment [version 2.9]



|  |  |
|--|--|
| Title: Budget Proposal – Secure new commercial opportunities through the Future Parks approach |  |
| <input checked="" type="checkbox"/> Budget Proposal GR021                                      | <input checked="" type="checkbox"/> Changing |
| Directorate: G&R   | Lead Officer name: Jon James                 |
| Service Area: Parks and Green Spaces   | Lead Officer role: Head of Parks             |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

The Bristol Future Parks programme has been developed to:

- **GENERATING INVESTMENT** – It will: Identify new, tangible investment opportunities through Expression of Interest, an approach to seek new ideas to implement in Parks and in the process achieve financial sustainability for Bristol Parks & Green Spaces and encourage community participation/engagement
- The project will pilot the “Expressions of Interest” for 5 sites as a pilot to secure ideas for Income Generation, and for Communities to get involved in the management of parks and green spaces and work together with the council and take more responsibility.
- Inspire ALL communities to want to take more responsibility to provide and support park services
- Generate a significant, demonstrable interest response from partners and collaborators across sectors
- **VALUING PARKS** – It will: Address the shortfall in data and provide an evidence base for advocacy.
- **ADDRESSING HEALTH INEQUALITY** – It will: address inequality across the city, identify actions to encourage all communities to access Parks and conduct a pilot in one area to test these actions. The findings will provide inputs to the Health policies.
- This project will bring about long-term benefits for the council and its communities by supporting the health agenda around mental health and wider health benefits, allowing the service to drive commercial opportunities which can support the future management and maintenance

The 5 pilot sites are:

- Blaise Estate
- Eastville Park

- Sea Mills Rec
- Chaplin Green
- Dame Emily

A Health pilot “Wild and Well” is also being delivered at the Hartcliffe Millennium [Wild and Well - Bristol Future Parks - bristol.gov.uk](http://www.bristol.gov.uk/wild-and-well)

- Through Wild and Well, we're exploring how parks and green spaces can support the 5 steps to mental wellbeing recommended by the NHS. These evidence-based steps that people can take to improve their mental health and wellbeing are:
  - Connect with other people.
  - Be physically active.
  - Learn new skills.
  - Give to others.
  - Pay attention to the present moment.
- Wild and Well will test the social prescription “Value Chain” and increase opportunities for people to benefit from targeted health intervention programmes
- A logic model is being developed and a detailed Activities > outputs > outcomes > impact map is being drafted to drive the workstream forward.

## 1.2 Who will the proposal have the potential to affect?

|   |   |   |
|---|---|---|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                             | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments:                                    |   |   |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If ‘Yes’ complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

|  |
|--|
|  |
|--|

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| <b>Data / Evidence Source</b><br>[Include a reference where known]  | <b>Summary of what this tells us</b>   |
|---|--|
| <p><a href="#">Bristol Quality of Life survey 2020/21 final report</a></p> <p><a href="#">Quality of Life 2020-21 — Open Data Bristol</a></p> | <p>Most satisfied with parks and green spaces by ward, the Bristol average is 78.8%</p> <ul style="list-style-type: none"> <li>• Blaise Estate 87.%</li> <li>• Eastville Park 92%</li> <li>• Sea Mills Rec 89.2%</li> <li>• Chaplin Green 92%</li> <li>• Dame Emily 89.8 %</li> </ul> <p>Protected characteristic groups below illustrate which group is most satisfied with parks and green spaces.</p> <ul style="list-style-type: none"> <li>• Female 79.3%</li> <li>• Male 78.6%</li> <li>• Black, Asian, and Minority Ethnic 75.1%</li> <li>• White 79.3 %</li> <li>• Christians 77.1%</li> <li>• other religions 70.4%</li> <li>• No religions or faith 80.9%</li> <li>• 16-24 years 77.2%</li> <li>• 65 years and older 76.3%</li> <li>• Disabled 62.%</li> <li>• Lesbian, Gay or Bisexual 74.3%</li> </ul> |
| <p><a href="#">Quality of Life 2020-21 — Open Data Bristol</a></p>  | <p>Percentage who volunteer and help out in their community by protected characteristic, the Bristol average is 47.2%</p> <ul style="list-style-type: none"> <li>• Female 50.1%</li> <li>• Male 44%</li> <li>• Black, Asian, and Minority Ethnic 52.4%</li> <li>• White 46.7%</li> <li>• Christians 52.3%</li> <li>• other religions 58.1%</li> <li>• No religions or faith 43%</li> <li>• 16-24 years 38.4%</li> <li>• 65 years and older 48.5</li> <li>• Disabled 43.1%</li> <li>• Lesbian, Gay or Bisexual 50.4%</li> </ul> <p>The data suggest that young people, disabled people,</p>   |

|   |   |
|---|---|
|   | and males are less likely to be involved in volunteering in their community   |
|   | <p>% for whom accessibility stops them from being involved in their community , Bristol average 1.8%</p> <ul style="list-style-type: none"> <li>• Female 1.8%</li> <li>• Male 1.7%</li> <li>• Black, Asian, and Minority Ethnic 1.4%</li> <li>• White 1.7%</li> <li>• Christians 2.1%</li> <li>• other religions 2.6%</li> <li>• No religions or faith 1.4%</li> <li>• 16-24 years 0.9%</li> <li>• 65 years and older 3.9%</li> <li>• Disabled 15.9%</li> <li>• Lesbian, Gay or Bisexual 2.1%</li> </ul> <p>The data suggest that disabled people are less likely to get involved in their community due to accessibility issues.</p>   |
| <u>Joint Strategic Needs Assessment (JSNA)</u>  | The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery. |
| <u>Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk) December 2021</u>   | Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19 on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting ‘take homes’. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences.   |
| <u>Designing a new social reality - Research on the impact of covid-19 on Bristol’s VCSE sector and what the future should be – Black South West Network 2020</u> | Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated  |

on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.

**Additional comments:**

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input type="checkbox"/> Gender Reassignment           |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race               |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

There are gaps in the data in terms of understanding exactly who uses parks and the car parks in parks as we do not collect data about usage.

We do not have citywide equalities data for some characteristics e.g. gender reassignment.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

An outcome of our engagement process was developing our decision-making framework, with the aim of ensuring that expressions of interest (people/groups coming forward with ideas) are evaluated in an inclusive way. This included a co-design element, to ensure that our approach, processes and systems take into account all aspects of the green space (health biodiversity, community, enterprise, sustainability), and the local context.

When we carry forward any of the Expression of Interest EOI they will be communicated with local Communities, eg; if an income generating activity is proposed within a park and is using parks space, consultation will take place with the local community, and groups who have identified as using parks and green spaces to ensure that any negative impacts on equalities communities are addressed, understood and mitigated.

### Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

#### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

##### **GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

###### Potential Impacts

There are potential adverse impacts on disabled parks user if income generation activities conflict with accessibility within parks.

The same issues may affect older parks users.

There are potential adverse impacts on equalities groups such as Black, Asian and minority ethnic communities (BAME), LGBTQI communities and faith groups if income generation activities affect the way that people use the parks and make them less welcoming or reduce open access to the site

If parks are handed over to communities to manage, there are potentially adverse impacts on equalities communities such as disabled parks users, black, Asian and Minority ethnic users, older users, parents/carers and children if the parks are not well managed or if the groups managing the parks do not cater properly for the needs of all users.

This is also an area where the perception of safety may be a concern.

There is a potential impact for users from low income households if more park space is taken by charged for activities which these households may not be able to afford.

There is a potential impact on families with children if there is a reduction in the availability of play equipment.

###### Mitigations

To mitigate for the above potential impacts of any EOI we will consult on their proposals with local residents and community groups to ensure that any negative impacts of their proposals can be mitigated.

Consultation will be carried out by the body wishing to deliver the new proposal, however it will be within strict guidelines developed as a result of this pilot.

Any new commercial activity or change of use within a project will be subject to a specific Equalities Impact Assessment.

For alternative service delivery models such as management of parks by local groups / communities, consultation and clear agreements about the duties related to managing green spaces will be key to ensuring that there are no negative impacts on equalities communities.

Equalities communities may need / will be given to ensure that they are in a position to engage with any processes related to taking on local parks to ensure that all communities get the opportunities to manage local assets.

Particular attention may need to be given to economically disadvantaged communities in relation to management of assets if finance or skills are a barrier.

It is a key priority to get a good cultural mix of events within parks that cater to all

**PROTECTED CHARACTERISTICS**

|                          |   |
|--------------------------|---|
| <b>Age: Young People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Young people are often under-represented in engagement and consultation and in Bristol are less satisfied than average with the way the council runs things.</li> <li>• Children and young people in Bristol are considerably more ethnically diverse than the overall population of Bristol.</li> <li>• Children and young people from the most deprived areas of Bristol have the poorest outcomes in health and education in terms of health, education and future employment etc.</li> <li>• Young people in Bristol are more likely to:             <ul style="list-style-type: none"> <li>○ have poor emotional health and wellbeing</li> <li>○ find inaccessible public transport prevents them from leaving their home when they want to</li> <li>○ 6.8% of 16-17 year olds (2020/21) were “not in education, employment or training” (NEET)</li> </ul> </li> <li>• Young adults are most likely to have lost work or seen their income drop because of COVID-19</li> </ul>  |
| Mitigations:             | See general comments above  |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Older people in Bristol are:             <ul style="list-style-type: none"> <li>○ Less likely to be comfortable using digital services</li> <li>○ more reliant on public and community transport</li> <li>○ more likely to be an unpaid carer</li> <li>○ more likely to help out or volunteer in their community</li> <li>○ less likely to have formal qualifications</li> </ul> </li> <li>• Bristol Ageing Better says at least 11,000 older people are experiencing isolation in the city.</li> <li>• We must factor aging and the needs of older people into long term budgeting and service design</li> </ul>  |
| Mitigations:             | See general comments above  |
| <b>Disability</b>        | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• 17% of Bristol’s population are disabled. There are more disabled women than men living in Bristol.</li> <li>• The UK Disability pay gap is 20% (2020)</li> <li>• There is a disproportionate impact of COVID-19 on disabled people <u><a href="https://www.gov.uk/government/news/the-lived-experience-of-disabled-people-during-the-covid-19-pandemic">The lived experience of disabled people during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a></u></li> <li>• Disabled people are less likely to be employed in a managerial or professional occupation</li> <li>• 22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population and are more likely to work part time.</li> <li>• Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>• Disabled people experience higher rates of hate crime and domestic abuse compared to the general population</li> <li>• Disabled people should be empowered to make independent living choices and have a say in access to service provision.</li> <li>• Budget setting needs to provide sufficient resource and flexibility to meet our legal duty to make anticipatory and responsive reasonable adjustments for disabled people including:             <ul style="list-style-type: none"> <li>○ changing the way things are done e.g. opening / working times;</li> </ul> </li> </ul> |

|                              |  |
|------------------------------|--|
|                              | <ul style="list-style-type: none"> <li>○ changes to overcome barriers created by the physical features of premises.</li> <li>○ providing auxiliary aids e.g. extra equipment or a different or additional service.</li> <li>○ is 'anticipatory' so we must think in advance and ongoing about what disabled people might reasonably need.</li> </ul> <ul style="list-style-type: none"> <li>● Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> </ul>  |
| Mitigations:                 | See general comments above   |
| <b>Sex</b>                   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>● Women still bear the majority of caring responsibilities for both children and older relatives.</li> <li>● Young women between the ages of 16 and 24 have higher risk of common mental health problems and higher rates of self-harm and post-traumatic stress disorder etc.</li> <li>● Men and boy's health is in general poorer than that of women and girl's</li> <li>● On average men in Bristol live 18 years in poor health, women live 22 years in poor health</li> <li>● A higher proportion of boys have physical impairments and more boys than girls</li> </ul>  |
| Mitigations:                 | See general comments above   |
| <b>Sexual orientation</b>    | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>● Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse</li> <li>● 1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT.</li> <li>● More than a third of LGBT staff have hidden or disguised that they're LGBT at work in the last year because they were afraid of discrimination.</li> <li>● 1 in 10 Black, Asian and Minority Ethnic LGBT staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBT staff</li> <li>● The Stonewall <u>LGBT in Britain - Health Report</u> shows LGBT people are at greater risk of marginalisation during health crises, and those with multiple marginalised identities can struggle even more. In communications we should signpost and refer where possible to mutual aid and community support networks<sup>2</sup>.</li> <li>● Half of LGBT people experienced depression in the last year</li> </ul> |
| Mitigations:                 | See general comments above   |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>● Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements</li> </ul>  |
| Mitigations:                 | See general comments above   |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>● As sexual orientation above Transgender people are statistically more vulnerable to verbal and physical abuse. Transgender people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.</li> </ul>  |
| Mitigations:                 | See general comments above   |
| <b>Race</b>                  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |



|  |   |
|--|---|
| Potential impacts:   | <ul style="list-style-type: none"> <li>The top three countries of birth outside UK for Bristol residents are Poland, Somalia and India.</li> <li>Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people.</li> <li>Bangladeshi, Pakistani, and Black ethnic groups are more likely to live in deprived neighbourhoods; and the same groups and Chinese ethnicities are about twice as likely to live on a low income and experience child poverty</li> <li>Black Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they</li> <li>People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.</li> <li>People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul> |
| Mitigations:   | See general comments above  |
| <b>Religion or Belief</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | <ul style="list-style-type: none"> <li>There are at least 45 religions represented in Bristol. Approximately 1 in 20 people in Bristol are Muslims, and Islam is the second religion in Bristol after Christianity</li> <li>Budget proposals should take into account differing needs because of people's religion and belief (for example different requirements around diet, life events, and holidays)</li> <li>Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required.</li> </ul>   |
| Mitigations:   | See general comments above  |
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   |   |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |   |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | <ul style="list-style-type: none"> <li>Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (BEIS, 2020)</li> <li>4.2% of households have experienced moderate to severe food insecurity, rising to 13% in the most deprived areas of the city (QoL 2020-21)</li> <li>The inequalities gap in life expectancy between the most and least deprived areas in Bristol is 9.6 years for men and 7.2 years for women.</li> </ul>   |
| Mitigations:   | See general comments above  |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | <ul style="list-style-type: none"> <li>Studies show around 65% of adults have provided unpaid care for a loved one.</li> <li>Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> <li>Young carers are often hidden and may not recognise themselves as carers_</li> </ul>  |
| Mitigations:   | See general comments above  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |   |

|                    |  |
|--------------------|--|
| Potential impacts: |  |
| Mitigations:       |  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The parks service will continue largely as normal – there may be some advantages to people with protected characteristics as the income generation activities may add to the cultural experience of using the parks, or give them a greater say in how things are managed.

It will be important to ensure that any new activities are in keeping with the local context and demographical needs, whilst also delivering a relevant a mixture of activities

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

|  |
|--|
| <b>Summary of significant negative impacts and how they can be mitigated or justified:</b> |
|--|

|                         |
|-------------------------|
| Detailed in section 3.1 |
|-------------------------|

|  |
|--|
| <b>Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:</b> |
|--|

|                         |
|-------------------------|
| Detailed in section 3.1 |
|-------------------------|

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required  | Responsible Officer | Timescale    |
|--|---------------------|--------------|
| E&I Officer to sit on the EOI assessment Panel                                 | Steph Champion      | January 2022 |
| EqlA to be completed for all EOI proposals that are delivered in Parks Service | Project Team        | Through 2022 |
| E&I Officer to sit on the EOI assessment Panel                                 | Steph Champion      | January 2022 |

### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.


The assessment panel of the EOI include representation from the Equalities and Inclusion Team to ensure that proposals (and possible delivery) are viewed with the impact to our protected groups very much in focus, and changes or refinements will be requested where requirements are found not to be satisfactorily met.

In addition, an Equalities Impact Assessment will be completed for each EOI that is to be delivered into the Parks Service to measure impact and to further shape the delivery.

This approach and process will be discussed, tested and refined through close working with E&I Team to ensure that our proposals meet our objectives and reflect the needs of our citizens.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|   |  |
|---|--|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by the Equality and Inclusion Team | <b>Director Sign-Off:</b><br><br><b>Acting Director Management of Place</b> |
| Date: 6 January 2022  | Date: 6 January 2022   |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |  |
|---|--|
| Title: Budget Proposal – Maximise commercial opportunities for catering outlets within parks. |  |
| <input checked="" type="checkbox"/> Budget Proposal GR022                                     | <input checked="" type="checkbox"/> Changing               |
| Directorate: G&R  | Lead Officer name: Sharon Radnedge                         |
| Service Area: Parks & Green Spaces  | Lead Officer role: Commercial manager Parks & Green Spaces |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

This budget proposal is for business development of the Parks Catering Services in order to generate additional income and sales revenue to maximise contribution to Bristol City Council.

To include the expansion and development of existing Cafes and Kiosks in the Parks, to add new outlets into appropriate areas of the Parks. To look at opportunities to rent space within the units for private hire during café closed hours. Increase the number of Park concession pitches.

Funding will be via invest to save, - all investment will be fully returned by additional future sales and cost savings.

### 1.2 Who will the proposal have the potential to affect?

|   |   |   |
|---|---|---|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                             | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments:                                    |   |   |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

**Yes**       **No**      [please select]

\_\_\_\_\_

**Step 2: What information do we have?**

**2.1 What data or evidence is there which tells us who is, or could be affected?**

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success> .

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| <b>Data / Evidence Source</b><br>[Include a reference where known]   | <b>Summary of what this tells us</b>   |
|--|--|
| <a href="#">Census 2011</a> and <a href="#">Census 2021</a><br><br><a href="#">2011 Census Key Statistics About Equalities Communities</a> | The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)      |
| <a href="#">Quality of Life 2020-21 — Open Data Bristol</a>  | Community and Living<br><br>57.2% of citizens are satisfied with the range of quality of outdoor events.<br><br>38.1% of Disabled people and 39.1% of older people are less satisfied than the general population with the quality of outdoor events |
| <a href="#">Quality of Life 2020-21 — Open Data Bristol</a>  | Sustainability and the Environment<br><br>79% of Bristol citizens satisfied with the quality of parks and green spaces<br><br>68% of Bristol citizens who visit a park or green space at least once a week   |

|                                    |   |
|------------------------------------|---|
|                                    | <p>78.8% of Bristol citizens are satisfied with green the quality of parks and green spaces</p> <p>62% of Disabled people are less likely to be satisfied with parks and green spaces.</p> <p>Wards such as Hartcliffe &amp; Withywood, Hengrove &amp; Withchurch, and Central Bristol are least satisfied with parks and Green spaces.</p> |
| <p><b>Additional comments:</b></p> |   |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Age                 | <input checked="" type="checkbox"/> Disability | <input checked="" type="checkbox"/> Gender Reassignment |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity   | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief  | <input checked="" type="checkbox"/> Sex        | <input checked="" type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation.

Catering services in the Parks are available and open to everyone, no data is collected at service delivery customer till points, although customer surveys are regularly undertaken and voluntary information regarding this is included but not always completed by the customers. We endeavour to include diversity monitoring forms at these locations to getting a better understanding of who uses these facilities.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include

any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

Engagement with Friends of Parks groups and local community park users are in place and on-going. These include Friends of Blaise Park, Lawrence Weston Community group, Hengrove community and Friends of Castle Park. For any new sites developed we will ensure that we connect with the groups within the local area by consulting with colleagues in Community Development Team to identify 'hard to reach' groups

Where groups are overrepresented using parks/ satisfied with parks and green spaces as illustrated below, they will need to be engaged with. Views should be sought on how the catering needs of each of these groups with respect to religion, and cultural aspects of the offer, and specifically affordability of the catering services in areas of high deprivation, and wards where they are least satisfied with parks and green spaces currently.

- Bristol average 78.8%
- 79.3% Females
- 78.6% Male,
- 75.1% Black, Asian, and Minority Ethnic
- 79.3 % White
- 77.1% Christians
- 70.4% other religions
- 80.9% No religions or faith
- 77.2% 16-24 years
- 76.3% 65 years and older
- 62.% Disabled
- 74.3% Lesbian, Gay or Bisexual

### Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](https://sharepoint.com)

#### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

|  |  |
|--|--|
| <b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)  |  |
| We know that Disabled people and older people are less likely to be satisfied with what parks and green spaces have to offer, this proposal could improve the offer available to these groups, and to the users that currently use parks and green spaces. The use of parks and green spaces has increased by 7% between 2019 and 2020 so there will be interest from all equality groups with plans on how the parks plan to generate income. |  |
| <b>PROTECTED CHARACTERISTICS</b>   |  |
| <b>Age: Young People</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | 16–24-year-olds are 77.2% are satisfied with parks and green spaces so will be impacted by any changes<br>We know that children use parks and green spaces during opening hours, they are likely to be impacted by any changes |

|                          |  |
|--------------------------|--|
| Mitigations:             | Proposals are not at a stage where we can detail impacts/ mitigations however, older people are likely to be impacted  |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Older people in Bristol are: <ul style="list-style-type: none"> <li>○ Less likely to be comfortable using digital services</li> <li>○ more reliant on public and community transport</li> <li>○ more likely to be an unpaid carer</li> <li>○ more likely to help out or volunteer in their community</li> </ul> </li> <li>• Bristol Ageing Better says at least 11,000 older people are experiencing isolation in the city.</li> <li>• We must factor aging and the needs of older people into long term budgeting and service design</li> </ul>  |
| Mitigations:             | Proposals are not at a stage where we can detail impacts/ mitigations however, disabled people are likely to be impacted   |
| <b>Disability</b>        | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• 17% of Bristol’s population are disabled. There are more disabled women than men living in Bristol.</li> <li>• The UK Disability pay gap is 20% (2020)</li> <li>• There is a disproportionate impact of COVID-19 on disabled people <u><a href="https://www.gov.uk/government/news/the-lived-experience-of-disabled-people-during-the-covid-19-pandemic">The lived experience of disabled people during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a></u></li> <li>• Disabled people are less likely to be employed in a managerial or professional occupation</li> <li>• 22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population, and are more likely to work part time.</li> <li>• Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>• Disabled people on average have lower qualification levels than the population as a whole.</li> <li>• A higher proportion of disabled people rent from a social provider (local authority or housing association)</li> <li>• Disabled people have lower car ownership levels</li> <li>• Disabled people experience higher rates of hate crime and domestic abuse compared to the general population</li> <li>• Disabled people should be empowered to make independent living choices and have a say in access to service provision.</li> <li>• Budget setting needs to provide sufficient resource and flexibility to meet our legal duty to make anticipatory and responsive reasonable adjustments for disabled people including: <ul style="list-style-type: none"> <li>○ changing the way things are done e.g. opening / working times;</li> <li>○ changes to overcome barriers created by the physical features of premises.</li> <li>○ providing auxiliary aids e.g. extra equipment or a different or additional service.</li> <li>○ is ‘anticipatory’ so we must think in advance and ongoing about what disabled people might reasonably need.</li> </ul> </li> <li>• Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> </ul> |
| Mitigations:             | See general comments above   |
| <b>Sex</b>               | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |



|   |  |
|---|--|
| Potential impacts:                      | Proposals are not at a stage where we can detail impacts/ mitigations however, older people are likely to be impacted however we know parents whether that be man on women, and children use parks and green spaces  |
| Mitigations:                            |  |
| <b>Sexual orientation</b>               | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | Proposals are not at a stage where we can detail impacts/ mitigations however, this cohort of people are likely to be impacted   |
| Mitigations:                            |  |
| <b>Pregnancy / Maternity</b>            | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | Proposals are not at a stage where we can detail impacts/ mitigations however, this cohort of people are likely to be impacted   |
| Mitigations:                            |  |
| <b>Gender reassignment</b>              | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | Proposals are not at a stage where we can detail impacts/ mitigations however, this cohort of people are likely to be impacted   |
| Mitigations:                            |  |
| <b>Race</b>                             | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | <p>Proposals are not at a stage where we can detail impacts/ mitigations however, this cohort of people are likely to be impacted</p> <ul style="list-style-type: none"> <li>• The top three countries of birth outside UK for Bristol residents are Poland, Somalia and India.</li> <li>• Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people.</li> <li>• Bangladeshi, Pakistani, and Black ethnic groups are more likely to live in deprived neighbourhoods; and the same groups and Chinese ethnicities are about twice as likely to live on a low income and experience child poverty compared to White groups</li> <li>• Black Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they want to</li> <li>• People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.</li> <li>• Black Asian and minority ethnic groups are more likely to be self-employed than the Bristol average and over-represented in low income self-employment including taxis, takeaway restaurants</li> <li>• People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul> |
| Mitigations:                            |  |
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | <p>Proposals are not at a stage where we can detail impacts/ mitigations however, this cohort of people are likely to be impacted.</p> <p>However, certain food groups such as halal for citizens who are Muslim and citizens unable to eat certain foods due to their cultural beliefs should be taken into account.</p>  |
| Mitigations:                            |  |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      | Proposals are not at a stage where we can detail impacts/ mitigations however, this cohort of people are likely to be impacted   |
| Mitigations:                            |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>   |  |

|  |  |
|--|--|
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   | Proposals are not at a stage where we can detail impacts/ mitigations however, this cohort of people are likely to be impacted due to their income bracket. <ul style="list-style-type: none"> <li>Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>The inequalities gap in life expectancy between the most and least deprived areas in Bristol is 9.6 years for men and 7.2 years for women.</li> </ul> |
| Mitigations:   | See general comments above   |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | Proposals are not at a stage where we can detail impacts/ mitigations however, this cohort of people are likely to be impacted however, 81.5% of citizens use parks and green spaces are carers  |
| Mitigations:   |  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   | Proposals are not at a stage where we can detail impacts/ mitigations however, this cohort of people are likely to be impacted however   |
| Mitigations:   |  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The parks catering service will continue largely as normal – there may be some advantages to people with protected characteristics as the additional catering services may add to the cultural experience and enjoyment of using the parks.

It will be important to ensure that any new catering services and events are in keeping with the local context and demographical needs, whilst also delivering a relevant catering offer in the Parks

#### Step 4: Impact

#### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

|  |
|--|
| <b>Summary of significant negative impacts and how they can be mitigated or justified:</b>   |
| Accessibility to the parks may have impact, but consultation will be undertaken. Commercial catering activity may have impact on low-income groups, but price points and the offer will be carefully considered. |
| <b>Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:</b>   |
| Additional catering services, events and facilities in the Parks will attract more footfall from all demographics. Extension of the services will provide additional jobs for a wide range of local people.      |

#### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required   | Responsible Officer | Timescale |
|---|---------------------|-----------|
| Ensure consultation for each area of business development relevant to the Park and services being expanded. | Sharon Radnedge     | 2022/23   |

#### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

|  |
|--|
| Customer feedback, Surveys, and the financial results of each individual outlet. |
|--|

### Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |                           |
|--|---------------------------|
| <b>Equality and Inclusion Team Review:</b> | <b>Director Sign-Off:</b> |
| Date:                                      | Date:                     |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |   |
|---|---|
| Title: Budget Proposal – Increased income earned in Development Management / Building Control [GR023] |   |
| <input checked="" type="checkbox"/> Budget Proposal   | <input checked="" type="checkbox"/> Changing      |
| Directorate: Growth & Regeneration  | Lead Officer name: Gary Collins                   |
| Service Area: Development Management  | Lead Officer role: Head of Development Management |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

### This proposal:

- Within the Development Management service income is generated by fees for planning applications, building regulations applications and discretionary charging such as for pre-application submissions.
- The purpose of this proposal is to increase the income target generated through these applications and, in order to benefit the Council's overall financial position, to increase the net budget (surplus) by not matching the income increase with an increase in resource used to process those applications.
- Currently the service budget is -£808K. The proposed change would result in a service budget of -£823K

### 1.2 Who will the proposal have the potential to affect?

|  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services                     | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:   |  |  |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

The proposal will not change the type of service provided or require a change in the number of people delivering the service. Service users making applications for planning permission or building regulations may experience a very slightly slower service due to the need to generate more of surplus above fee income but the scale of change proposed is very minor and customers are unlikely to recognise any change. Statutory services will still be provided and citizens will still retain the right to comment on planning applications and make enforcement complaints, for investigation, so the service provided to citizens will remain largely unchanged. The proposed change will therefore have no impact externally on or for people with protected characteristics.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|   |  |
|---|--|
| <b>Equality and Inclusion Team Review:</b><br>Equality Officer reviewed | <b>Director Sign-Off:</b><br>Zoe Willcox |
| Date: 22/12/21  | Date: 24/12/21                           |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



|  |  |
|--|--|
| Title: Budget Proposal – Increase the amount charged to capital budgets for Engineering Design/Placeshaping services [GR024] |  |
| <input checked="" type="checkbox"/> Budget Proposal  | <input checked="" type="checkbox"/> Changing |
| Directorate: Growth & Regeneration   | Lead Officer name: Jon Severs                |
| Service Area: City Design  | Lead Officer role: City Design Manager       |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal:**

- Within the City Design Service the Placeshaping and Engineering Design teams achieve an income target by recharging internal clients for design services, mostly to capital projects.
- The purpose of this proposal is to increase the income to the teams (and therefore the wider service) by increasing the amount generated by internal fee recharges.
- Currently the services budget is -£160K. The proposed change would result in a service budget of -£180k

**1.2 Who will the proposal have the potential to affect?**

|  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services                     | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:   |  |  |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

The proposal will not change the type of service provided or require a change in the number of people within the Service carrying out design work and will therefore have no impact internally on workforce. The type of work commissioned is unlikely to change and itself often requires EQIAs that can assess the impact of the work on all citizens. It will therefore have no impact externally on or for people with protected characteristics.

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Zoe Willcox |
| Date: 21/12/2021   | Date: 21/12/2021                         |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Appendix E - Equality Impact Assessment [version 2.9]



|  |   |
|--|---|
| Title: Management of change – Culture & Creative Industries  |   |
| <input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service<br><input checked="" type="checkbox"/> Other workforce change | <input type="checkbox"/> New<br><input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing |
| Directorate: Growth & Regeneration   | Lead Officer name: Jon Finch  |
| Service Area: Culture & Creative Industries  | Lead Officer role: Head of Service – Culture & Creative Industries  |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](https://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

This Equality Impact Assessment (EqIA) is for the transformation change to the Culture & Creative Industries service (CCI) as a result of internal and external drivers for change. Improvements are required so that benefits for Bristol and its communities is enhanced as well as made more congruent to their historical and current heritage. These drivers include:

1. CCI commissioned Service Scoping Review
2. CCI commissioned Commercial Recovery Review
3. Arts Council’s 10 Year Strategy
4. Mayor’s focus on Equality and Inclusion and telling the Bristol story
5. Decolonisation agenda

To achieve this it is proposed that a change programme should be undertaken and to lead this there should be recruitment of a new senior management team for the Culture & Creative Industries service.

Thus, the EqIA is part of a wider change in the service and as such this EqIA sets out the wider change programme with a focus on workforce changes.

#### Current service:

The Culture & Creative Industries service currently delivers a diverse range of functions from large public facing museum teams to small specialist teams providing advice and support to Bristol’s large arts and cultural sector through to more commercial ventures, including a council owned film and TV studio facility. CCI have circa 200 staff across 21 teams. The services includes:

#### Public facing services –

The majority of these functions are delivered through the Museums and the Archives. The service’s museums are recognised as an Arts Council England (ACE) National Portfolio organisation (NPO) and currently receive £1.35m revenue funding support a year (until 22/23). The delivery of the public facing functions are underpinned by a range of support services/teams that include exhibitions, events, outreach offer, digital offer, collections, schools learning, wellbeing and environmental data. The service also manages and delivers some of the key events in the city, specifically the Harbour Festival (£157k) and race events (10km and half



marathon).

#### **Asset management –**

The service is responsible for the Council's museum & archive collections insured for £250m, these are kept in the museum sites and three stores across the city. The service is also responsible for a number of sites and historic buildings. This care of the city's collections and historic buildings contributes to the City's sense of place and reflects the historical and current heritage of our diverse population (although there is more to do to be a truly inclusive service). Key assets include:

- 5 Bristol Museums (and collections) with average of 1m+ visitors per year (<https://www.bristolmuseums.org.uk/>) – Bristol Museum & Art Gallery, M-Shed, Blaise Museum, The Georgian House Museum, the Red Lodge Museum
- Bristol Archives service (<https://www.bristolmuseums.org.uk/bristol-archives/>) - archives of the city of Bristol and surrounding areas. The archives service also makes available the collection previously held by the former “British Empire & Commonwealth Museum” (<https://www.bristolmuseums.org.uk/bristol-archives/whats-at/british-empire-commonwealth-collection/>). These collections help people and communities worldwide to explore difficult, forgotten or hidden histories from their own perspectives
- Bristol Regional Environmental Records Centre (<https://www.brerc.org.uk/>) – collects, manages and distributes environmental records for the West of England
- The Create Centre (<https://www.createbristol.org/>) – environment centre, workspace and conference venue

#### **Income generation –**

The scope and scale of the income generating capacity of the service has grown in recent years to bolster the core service budget. The service generates up to £4 million a year through 30 income streams ranging from food and drink, to site permissions. The key profitable streams are conferencing, retail, modern records and the Bottle Yard Studios. NB: food and drink provision is under review to ensure that it reflects the diversity of the population.

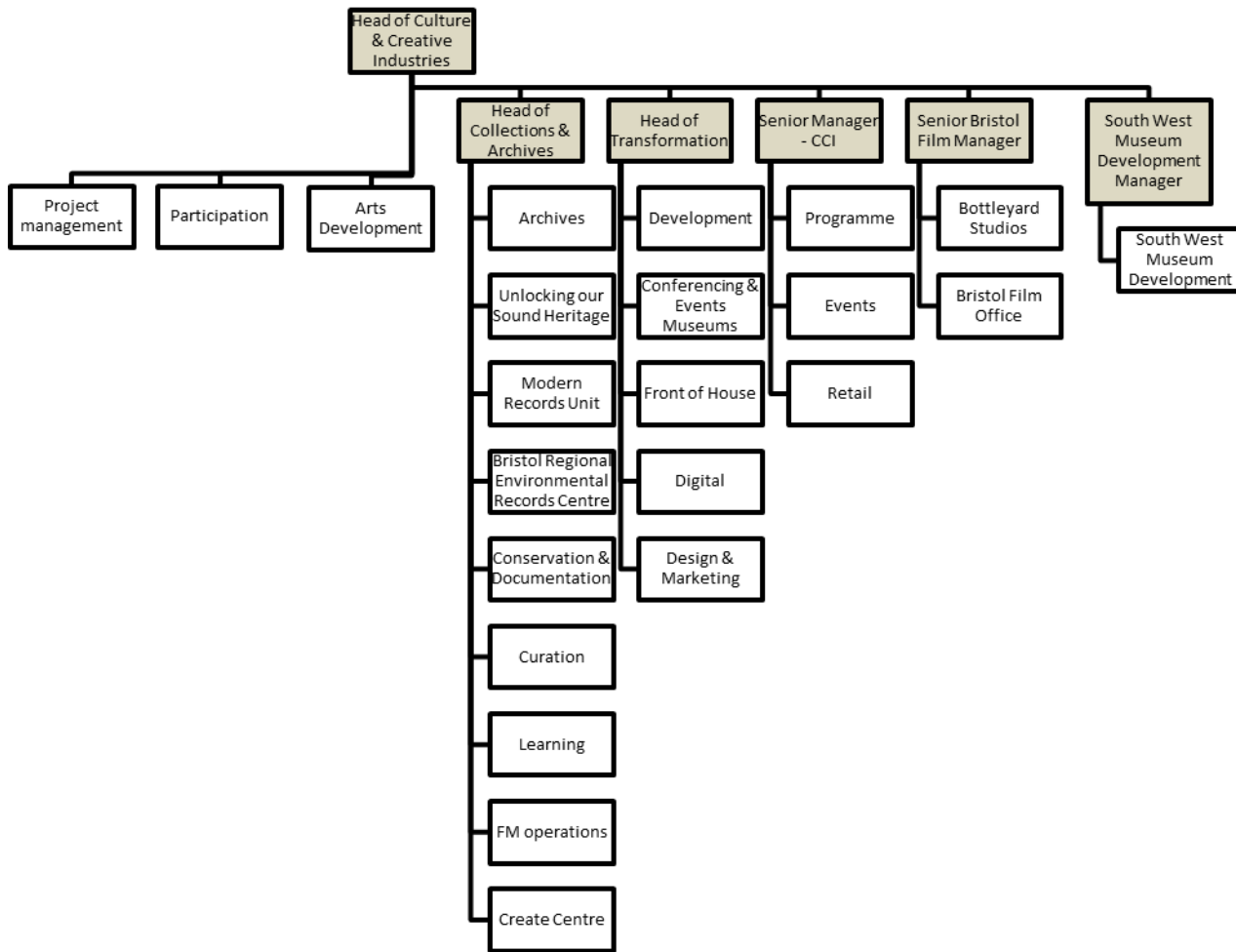
#### **Sector development and support –**

The service provides leadership and support for the wider cultural and creative sector in the city, and this has been particularly illustrated during the pandemic. The arts development team deliver a grants programme for the sector (£675k in 21/22). This programme has been assessed to ensure equitable and fair distribution of grants across community and voluntary sectors that champion the needs of diverse communities. The Equalities Impact Assessment for this grants programme can be viewed here -

<https://democracy.bristol.gov.uk/documents/s61471/Appendix%20E%20-%20EqIA%20Full%20Form%20CIP%20Extension%20v.1%20OPA%20signed.pdf>

The Events and Film Office teams also work closely with their respective sectors and provide a permissions service. The service supports key cultural projects and initiatives across the Council and the City, such as the One City Culture Board, the History Commission, Channel 4 relocation and Ecological Emergency Action Plan. The service also hosts the regional development provider, South West Museum Development (<https://southwestmuseums.org.uk/>) - fully funded externally by Arts Council and other external income - which provides sector support services to over 200 heritage organisations across the region.

The below organisational chart shows CCI current structure chart:



Current CCI service structure chart

Key:  Senior Leadership Team  
 Culture Management Team

**Rationale for change:**

- Inclusiveness and meeting user/city needs and expectations
  - The quality of life survey shows a continued reduction to engagement and satisfaction with CCI services from Bristol citizens – particularly from our priority groups. Only 33% of Bristol residents participate in cultural activities at least once a month, down from 43% in the previous year (QoL 2020).

| <b>Culture &amp; Leisure</b>                                   | 2018 | 2019 | 2020       | Change last yr |
|--|------|------|------------|----------------|
| % satisfied with the range and quality of outdoor events       | 77%  | 74%  | <b>57%</b> | <b>-17</b>     |
| % who participate in cultural activities at least once a month | 46%  | 43%  | <b>33%</b> | <b>-10</b>     |

[Quality of life 20/21 Priority Indicators: City Wide Summary](#)(pg2)

| <b>Culture &amp; Leisure</b>                                   | 2019 | 2020<br>(citywide) | 2020<br><b>Deprived</b> | 2020<br>gap | Change<br>in<br>deprived |
|--|------|--------------------|-------------------------|-------------|--------------------------|
| % satisfied with the range and quality of outdoor events       | 67%  | 57%                | <b>40%</b>              | <b>-17</b>  | <b>-27</b>               |
| % who participate in cultural activities at least once a month | 32%  | 33%                | <b>18%</b>              | <b>-15</b>  | <b>-14</b>               |

[Quality of life 20/21 Priority Indicators: Deprivation Summary](#)(pg 3)

- Bristol’s communities are thinking about both their history and their future. The current service does not sufficiently reflect the needs of Bristol citizens and the culture sector, further emphasised by the Black Lives Matter protests and toppling of Colston statue in 2020
- A new 10 year strategy from one of our key funders, the Arts Council England, has a focus on a more inclusive approach to arts and culture and we need to further adapt our services to retain our National Portfolio organisation status and funding
- Flexibility to respond to changing environment
  - Recent events have highlighted the need for the service to be more resilient and flexible i.e. have the capacity to recover from difficulties and respond to changing demands on the service
  - Rapid growth of service in recent years through new services being added to CCI has put pressure on staff and management in terms of time and ability to support staff to deliver service objectives.
  - Ability to continue the safe storage of Museum and Archive collections compromised as storage full and not suitable i.e. not in a good state – also limits ability to add relevant items to collections
  - The buildings the CCI is responsible for are in need of significant maintenance and repair e.g. Bristol Museum & Art Gallery. As the service repairs these there is a want to improve the buildings carbon efficiency i.e. consume less energy
  - Temporary senior leadership team currently in place and needs to be resolved
- Viability of commercial operations/ financial sustainability
  - Financial baseline has seen increased dependency on Council funding over the last three years

| <b>Baseline £000</b>    | <b>2018/19<br/>act</b> | <b>2019/20<br/>act</b> | <b>2020/21<br/>act</b> |
|-------------------------|------------------------|------------------------|------------------------|
| Net trading income      | 272                    | 351                    | 81                     |
| Other Commercial income | 2,098                  | 1,816                  | 450                    |
| Other income            | 2,135                  | 2,742                  | 2,124                  |
| Staffing Expenditure    | <b>-4,836</b>          | <b>-5,273</b>          | <b>-5,101</b>          |
| Other Expenditure       | <b>-2,929</b>          | <b>-3,264</b>          | <b>-1,603</b>          |
| <b>Deficit</b>          | <b>-3,260</b>          | <b>-3,628</b>          | <b>-4,049</b>          |

*Deficit (accountancy term)= Bristol City Council investment to service*

- The Covid-19 pandemic has had a significant impact on the ability of CCI to generate commercial income since March 2020 and is likely to have a knock-on effect for the foreseeable future

**Future service:**

CCI must have greater alignment with Council objectives and do so in a way that has positive social, economic and environmental impact as well as make improvements so that the benefits to the Bristol population by protected groups is enhanced as well as made more congruent to their historical and current heritage.

The Mayor and Council have an emphasis on:

- Inclusion (and dealing with inequality)
- Economic recovery (in the context of sustainable development)– e.g. protecting and enhancing the viability of high streets and local centres
- Health & Wellbeing
- Environmental sustainability

In response, the future CCI service will:

- Use Bristol's global history to position the city as the global centre for post-colonial possibilities – significantly contributing to the city's agenda on inclusion (by removing the barriers that the City's colonial heritage presents, recognise the trauma and suffering caused by colonial herniate and represent, celebrate and co-produce with people of colour and other diaspora communities) so that the benefits to the Bristol population by protected groups is enhanced as well as made more congruent to their historical and current heritage.
- Provide welcoming and inclusive museums for Bristol citizens and visitors to the City from all diverse backgrounds
- Use our collections to contribute to the City's response to the climate emergency and enhance it's environmental sustainability
- Be more proactive in promoting the enormous benefits of culture of diverse communities to communities of all diverse backgrounds
- Support the arts and cultural sector to survive and thrive following the pandemic
- Put culture at the heart of Bristol's regeneration to contribute to the City's economic recovery
- As a service, be more flexible and able to respond to changing priorities within the City by:
  - building a workforce that reflects the communities we serve (better engagement and patronage by diverse communities is likely to result in more applications for jobs being received from diverse communities) and co-produce services with diverse communities to ensure all voices are heard (so we appeal to more diverse audiences)
  - having a more agile approach to delivering the service (by changing the way we work and our organisational structures)
  - maximising commercial opportunities (more patronage by diverse communities of Bristol means greater commercial opportunities i.e. wedding hires, café use)
  - improve buildings and ways of working to increase environmental sustainability of the service

**Obstacles to improving CCI service provision:**

The service has been working towards the 'future service' state for a number of years but has not made the progress it would like. There are a number of reasons for this:

- the service doesn't have the right model in place to be able to respond to the changing needs of the service, council and Bristol community
- the service is delivering a very diverse/large portfolio leading to staff being spread too thinly and not able to focus on the change needed
- Size of estate and portfolio incurs significant costs to maintain and improve
- There is not enough capacity to protect existing commercial income and seek new revenue streams from estate currently

**Likely interventions & timescales:**

It is recommended that CCI deliver a transformation programme over 18-24 months with a focus on:

- workforce (July – March 2022)
  - with a focus on leadership – 1) Senior Leadership Team, followed by 2) Culture

### Management Team (responsibilities and line management)

- a new service offer(September – March 2022)
  - CCI vision and strategy
- delivery & recovery (from September 2021)
  - services and asset review with a focus on historic houses, bottleyard studios, cultural sector development, collections centre and commercial opportunities of M-Shed

The planning for this programme is currently in development over Summer/Autumn.

To be able to move the wider transformation forward CCI need to bring in a permanent, sustainable fit-for-purpose senior leadership team (SLT) that can deliver improvements so that the benefits to the Bristol population by protected groups is enhanced as well as made more congruent to their historical and current heritage.

Changes to the management tier below (responsibilities and line management) – known as the Culture Management Team – will be important in achieving the goals of this change. This will be aligned to the new SLT. Engagement with staff from the Culture Management Team will be very important as we move forward.

#### Senior Leadership Team changes:

Current temporary structure:

- Head of Service – C&CI (HoS)
- Head of Collections & Archives (BG15)
- Head of Transformation (BG15) – fixed term
- Senior Manager – C&CI (BG14) – fixed term secondment
- The South West Museum Development Manager (BG15)
- Senior Film Manager (BG15)

Proposed structure for consultation:

- Head of Service – C&CI (unchanged)
- Head of Museums & Archives (new)
- Head of Business Development (new)
- Head of Inclusion (new)
- SWMD Manager (unchanged)
- Senior Film Manager (unchanged)

## 1.2 Who will the proposal have the potential to affect?

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                             | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services                     | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |   |

Additional comments:

- Senior Leadership Team
- Culture Management Team
- Partners - e.g. Bristol universities, arts organisations, holders of heritage collections such as the SS Great Britain
- Diverse Communities

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

Yes No

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known]   | Summary of what this tells us  |
|---|--|
| <b>C&amp;CI Services(SLT + CMTs)</b>  |  |
| Current SLT Structure<br><br><br><br><br><br><br><br><br><br><br>HR Analytics: Power BI Reports<br><br><br><br><br><br><br><br><br><br><br>Stress Risk Assessments – C&CI | Previous permanent structure was 75% white/ 25% mixed race and 100% male.<br>Current temporary structure is 100% white, 33% male/ 66% female, 16.6% LGBTQ+.<br>Tells us that recruitment for temporary structure improved diversity of senior leadership and gives us a foundation on which to build.<br>See table below. Tells us that focus of recruitment needs to be on skills and ensuring successful candidates have strong alignment to CCI focus on continuing to increase workforce diversity. Unlikely recruitment to SLT will directly impact young people statistics but these roles will be able champion and bring forward diversity in the workplace.<br>Our service Stress Risk Assessments (Q1 2021) show a desire for a stable management structure and to get clearer on vision and strategy. |
| <b>Diverse Communities (Audience / Bristol Population)</b>  |  |
| CCI Audience Development Plan   | See table below. Outlines our priority audiences (i.e. those we want to attract to use our services  |

Bristol Key Facts 2021, March 2021 Update

who don't current access them) using Acorn methodology. Tells us our priority audiences align with protected characteristics (striving families, young hardship, struggling estates). See information below. Shows us diversity, age and deprivation information for Bristol communities.

**Partners**

We have a range of partners with whom we collaborate in order to deliver the C&CI Services. Examples include Bristol universities, arts organisations, holders of heritage collections such as the SS Great Britain

We know that changes to our service will impact the partners we work with. It will be important to keep them up to date with developments and changes to staffing / ways of working.

**Additional comments:**

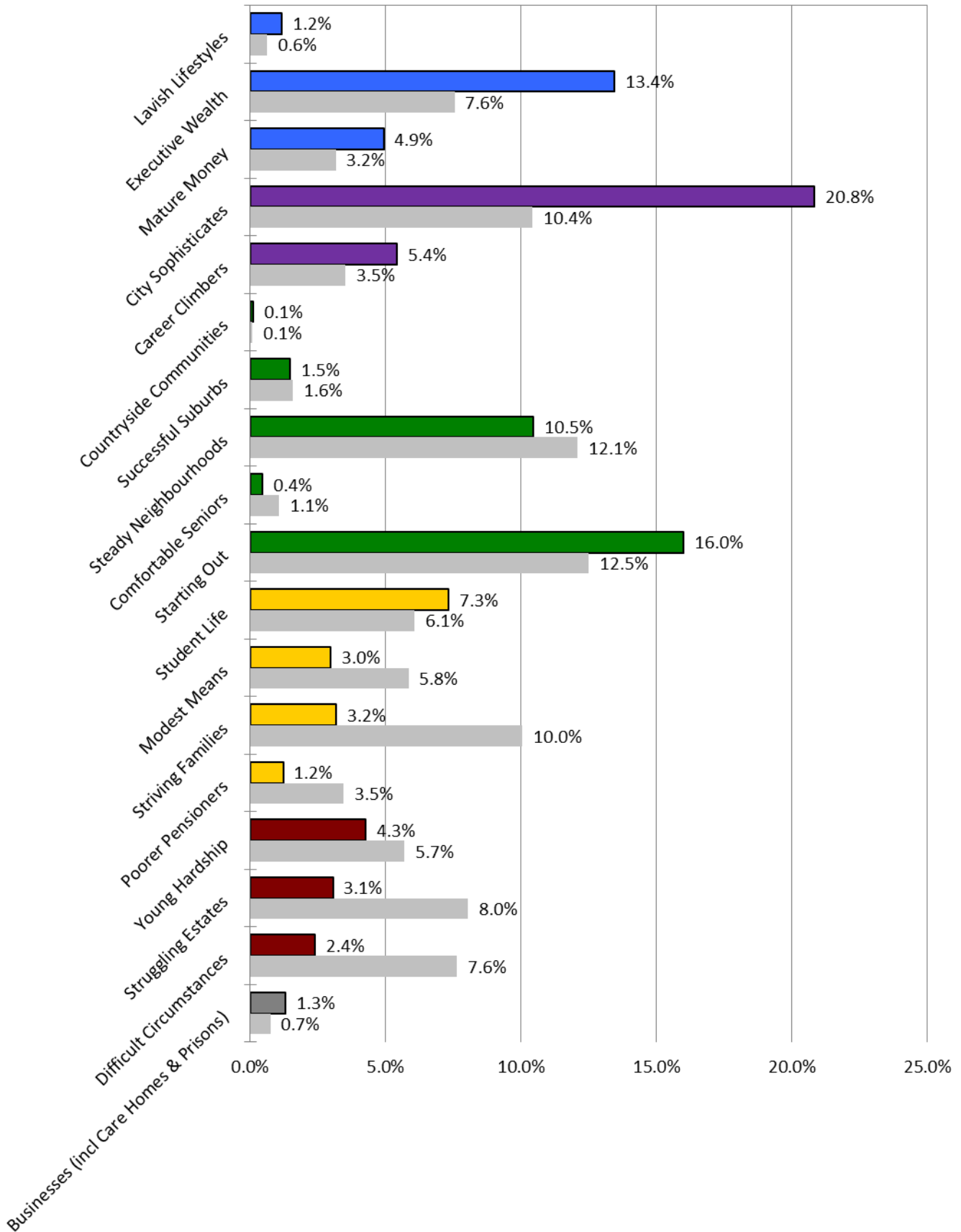
CCI work force:

| Characteristic                        | Workforce diversity headcount |                    |            |      |                     | BCC headcount |
|---------------------------------------|-------------------------------|--------------------|------------|------|---------------------|---------------|
|                                       | Transformation                | Culture & Archives | Engagement | SWMD | Economically Active |               |
| Age 16-24                             | 7.1%                          | 0%                 | 1.4%       | 0%   | 14%                 | 3.5%          |
| Disability                            | 7.1%                          | 8.9%               | 10.8%      | 0%   | 7%                  | 8.9%          |
| Ethnicity – black and ethnic minority | 7.2%                          | 6.6%               | 12.2%      | 0%   | 13%                 | 11.5%         |
| Gender – female                       | 52.4%                         | 68.9%              | 73%        | 90%  | 47%                 | 60%           |
| LGB                                   | 9.5%                          | 11.1%              | 12.2%      | 10%  |                     | 5%            |

**Figure 1: HR Analytics: Power BI Reports – workforce diversity headcount**

CCI audiences (continues on next page):

## Pre-Covid (2018-2019) combined museum audiences compared to Bristol population at segment Group level (Acorn model)



Bristol citizens:

Bristol Key Facts 2021, March 2021 Update tells us that:

- The population of Bristol has become increasingly diverse and some local communities have



changed significantly There are now at least 45 religions, at least 187 countries of birth and at least 91 main languages spoken.

- The proportion of the population who are not ‘White British’ increased from 12% (2001) to 22% (2011), with 6% White Minority Ethnic, 6% Black, 6% Asian, 4% Mixed and 1% Other (all rounded to nearest 1%).
- More recent data on school pupils shows that the % of pupils who are not ‘White British’ has increased from 31% in 2011 to 38% in 2020.
- Bristol has a relatively young age profile with more children aged 0-15 than people aged 65 and over. The median age of people living in Bristol is 32.4 years compared to 40.2 years in England and Wales.
- Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe & Withywood, Filwood and Lawrence Hill.
- In Bristol 15% of residents - 70,700 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.
- Bristol’s healthy life expectancy<sup>29</sup> (years living in good health) is 61.1 years for women and 60.8 years for men (significantly worse than the national average of 63.9 and 63.4 years respectively).

What does this mean for CCI?

- We know in our service we are under-represented by young people, disabled people and black and ethnic minority communities – especially African and African-Caribbean people in our workforce and our audiences.
- We have an audience development plan in place to understand and improve relationships with our priority audiences:
  - Striving Families (Group M, Bristol population = 10% / museums population = 3.2%)
  - Young Hardship (Group O, Bristol population = 5.7% / museums population = 4.2%)
  - Struggling Estates (Group P, Bristol population = 8% / museums population = 3.1%)
- We have a number of steering groups to support us to make our service more welcoming to our priority audiences – the Black History steering group, the Young Collective, decolonisation working group (supported by Black South West Network), Bristol Disability Equality Forum on Museums for Everyone
- We support the Council’s Legacy Steering Group and the We Are Bristol History Commission
- We are working to increase representation of Black History through our programme and collections
- We are committed to Inclusion and Diversity with a priority on recruitment, transparency and commissioning as outlined in our Equality Action Plan
- The future service delivered via the proposed transformation programme and senior leadership team will support and build on this work

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

Note: Below refers to the C&CI Staff

|   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Age                 | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Gender Reassignment           |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity   | <input checked="" type="checkbox"/> Race               |
| <input type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex        | <input checked="" type="checkbox"/> Sexual Orientation |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don’t have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn’t mean that you can’t complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Data that has been self-reported by staff and audiences will inevitably have gaps or omissions where data has not been provided. It is not currently possible to view demographic data by management level (SLT, CMT). SLT data is reported on what is known. HR Analytics: Power BI Reports does not report on religion, trans, marriage/civil partnerships, maternity/ pregnancy, or has a detailed breakdown by ethnicity. It is assumed this information would be available on request when needed.

Staff will have the opportunity to have a 121 to discuss any undeclared information as part of the consultation and feedback will be used to inform any reasonable adjustments or changes.

Bristol population data in the Bristol Key Facts document is primarily based on 2011 census data, although the census was run again in 2021 this data is not yet available for analysis.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

CCI transformation programme:

The wider transformation programme will involve external and internal consultation and will be developed via a programme board and staff forum. The governance structure will be designed to ensure communication channels with staff are used to be open and transparent about the change process and will be based on Bristol City Council values. Staff will be a key part of the governance structure. We will work with other teams across the council (such as Learning & Development, Organisational Development, Business Change, Community Development and Consultation) and external partners to ensure broad and meaningful engagement.

Wider engagement with the service/stakeholders is required to develop this and the EQiA will be updated to include at the appropriate time.

Senior Leadership Team changes:

The current senior leadership team have been engaged in the development of the new roles and have contributed to the proposed structure and roles. A schedule of workshops with the Culture Management team (i.e. direct reports of SLT) will explore the rationale for change and consult them on the proposed SLT structure. A wider team meeting will outline the proposals. All staff will have two weeks to feedback any comments.

The unions and staff led groups will be engaged in the SLT change as well as the wider change work.

Meaningful consultation will take place with directly affected employee (x1).

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

- Continue consultation with affected employee
- Keep SLT, culture management team and trade unions updated

- Ensure have external stakeholders and diverse recruiters on interview panels
  - Engage staff led groups and E&D lead on seeking views of under-represented groups in service
- See action plan for further detail.

### Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

#### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)

SLT changes:

The proposal has a potential negative impact on 1 employee whose role has been significantly changed and as a result the method of appointment is selection interview. The individual has no declared protected characteristics.

Senior Leadership roles are key roles within the service and need to ensure recruitment practices result in appointment of individuals who are aligned to direction of travel for the service re. equalities action plan, decolonisation, Mayor's focus on E&I and the city telling its story. Consider recruitment methods will be considered to ensure no barriers to applying for people based on their protected characteristics.

Note: Below is about the CCI Service staff. There is likely to be adverse impact on staff from all protected groups. For example, change of this scale is likely to be disruptive as there may be fears about it as well as disruption of established routines. There is unlikely to be disproportionate adverse impact on one protected group compared to the others. However, the implementation team will monitor for this and take appropriate measure to countermand it.

In addition, the CCI Change Management Implementation Plan in section 4.2 has numerous safeguards in place to countermand any disproportionate adverse impact.

#### PROTECTED CHARACTERISTICS

|                              |  |
|------------------------------|--|
| <b>Age: Young People</b>     | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Potential impacts:           |  |
| Mitigations:                 |  |
| <b>Age: Older People</b>     | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Potential impacts:           |  |
| Mitigations:                 |  |
| <b>Disability</b>            | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Potential impacts:           |  |
| Mitigations:                 |  |
| <b>Sex</b>                   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Potential impacts:           |  |
| Mitigations:                 |  |
| <b>Sexual orientation</b>    | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Potential impacts:           |  |
| Mitigations:                 |  |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Potential impacts:           |  |
| Mitigations:                 |  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

|  |  |
|--|--|
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Race</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Religion or Belief</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |  |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   |  |
| Mitigations:   |  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The project will support our **Public Sector Equality Duty** as follows

#### **Eliminate unlawful discrimination for a protected group**

The project has the potential to eliminate unlawful discrimination for all groups, as the change management follows closely guidance within the Management of Change Policy, to ensure that people from all groups benefit by being treated equitably and fairly. In addition, the main aim of transformational change is to make positive improvements for the groups affected (SLT+CMT staff, Partners and Bristol communities)

#### **Advance equality of opportunity between people who share a protected characteristic and those who don't**

The project has the potential to advance equality of opportunity for all groups, as the change management follows closely guidance within the Management of Change Policy, to ensure that people from all groups benefit by being treated equitably and fairly. In addition, the main aim of the transformational change is to ensure that CCI Service enhance the reflection of everyone's historical and current heritage (SLT+CMT staff, Partners and Bristol communities). By doing this, there will be advancement of opportunity for all.

The project has the potential to advance equality of opportunity for all groups, as the change management follows closely guidance within the Management of Change Policy, to ensure that people

from all groups benefit by being treated equitably and fairly. In addition, the main aim of the transformational change is to ensure that CCI Service enhance the refection of everyone’s historical and current heritage (SLT+CMT staff, Partners and Bristol communities). By doing this, there will be advancement of opportunity for all.

**Foster good relations between people who share a protected characteristic and those who don’t**

The project has the potential to foster good relations, as the change management follows closely guidance within the Management of Change Policy, to ensure that people from all groups benefit by being treated equitably and fairly. In addition, people from all protected groups are given opportunities, at various stages, of the process to collectively learn about and influence the project. Seeing the process being carried out in a plain and transparent manner will foster good relations.

In addition, the main aim of the transformational change is to ensure that CCI Service enhance the refection of everyone’s historical and current heritage (SLT+CMT staff, Partners and Bristol communities). This is a powerful way to foster good relations between different protected groups.

**Step 4: Impact**

**4.1 How has the equality impact assessment informed or changed the proposal?**

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

**Summary of significant negative impacts and how they can be mitigated or justified:**

The EQiA has provided a structured methodology for carefully considering the risks and ensuring mitigations where required, in respect of groups likely to be adversely affected (SLT+CMT staff, Partners and Bristol communities).

The actions teased out, as a result of undertaking the EqIA, are being incorporated into the C&CI Change Management Implementation Plan. Hence, the EqIA undertaking has been a powerful way to ensure equity and fairness in respect of this complex transformational change programme.

**Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:**

The review and recruitment of a new senior leadership structure for CCI provides an opportunity to affect access levels of representation in the service and to deliver against its equalities action plan. Recruitment to these leadership roles will also have the potential to change broader representation and participation in the service and help drive the service’s agenda around decolonisation, equality and diversity, community engagement and co-creation via the Culture Transformation Programme. We envisage positive benefits all around. However, we will be vigilant in our transformational change journey to ensure that this is the case.

**4.2 Action Plan**

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required  | Responsible Officer | Timescale |
|--|---------------------|-----------|
| Incorporate actions shown below into C&CI Change Management Implementation Plan  | HS                  | July 2021 |
| Ensure people on maternity leave are identified to ensure that they are not excluded from the process or disadvantaged in any selection process for jobs | HR                  | July 2021 |

|  |       |                           |
|--|-------|---------------------------|
| Inform BCC Team responsible for the Quality of Life Survey about the usefulness of capturing and analysing views of Bristol citizens by protected groups and to let the C&CI Change Management Team know about the current status and any future actions – these can be incorporated into the C&CI Change  | HS    | Aug 2021                  |
| Remind HR about, and ask for progress on, the need to disaggregate Diversity Dashboard, beyond what is currently available, so that future EqIAs can check any adverse effects on non-available protected groups and sub-groups. These include: gender reassignment, marriage and civil partnership, pregnancy and maternity, race sub-groups, disability sub-groups, religion and belief sub-groups and sexual orientation sub-groups).   | HS    | Aug 2021                  |
| Work with other teams across the council (such as Learning & Development, Organisational Development, Business Change, Community Development and Consultation) and external partners to ensure broad and meaningful engagement   | HS    | July 21 onwards           |
| C&CI Service's relationship with diverse communities of Bristol is important, as we serve them. There is a need to work toward greater engagement, working together and as well as ensuring that the C&CI Service better reflect their historical and current heritage. We will make these enhancements by improving our demographic capture, analysis and taking actions on (by different protected groups and other relevant groups), at two levels: <ol style="list-style-type: none"> <li>1. Citizens who have used our services</li> <li>2. Citizens who are currently not using our services but are our priority audiences</li> </ol> | SLT   | On-going                  |
| Revisit and adjust the C&CI Change Management Implementation Plan by scrutinising the Bristol Population demographics captured by the 2011 census and 2021 census when available   | HS/JF | Aug 21 onwards            |
| Engage and capture view of SLT and incorporate salient points from them into C&CI Change Management Implementation Plan  | HS    | Aug 21                    |
| Engage and capture view of CMT Staff and incorporate salient points into them into C&CI Change Management Implementation Plan  | HS/JF | Aug 21                    |
| Ensure staff affected are part of the governance structure   | HS    | Aug 21                    |
| Engage and consult with key partners and incorporate relevant findings into C&CI Change Management Implementation Plan   | HS    | May – July 21 and ongoing |
| Engage and consult with Unions and Staff Led Groups and incorporate relevant findings into C&CI Change Management Implementation Plan  | JF    | Aug 21                    |
| Consider best practice when developing job descriptions <ul style="list-style-type: none"> <li>– keep PS criteria to a minimum and shortlist using 1-5 scoring criteria e.g. have a criteria around decolonisation and score applicants 1-5 on their depth of understanding and experience of decolonisation.</li> <li>- Exclude specific qualifications</li> <li>- Keep broad and welcome applications from broader culture/ creative sector</li> <li>- Use inclusive language</li> </ul>   | JF/HR | July 21                   |
| Pay to advertise roles widely<br>Ensure adverts focus on key service priorities and use inclusive language   | JF/HR | As required               |
| Use practical assessments that are evenly weighted to interview questions  | JF    | As required               |
| Ensure recruitment panel diverse and include external partners   | JF    | As required               |
| C&CI Service's relationship with diverse communities of Bristol is important, as we serve them. There is a need to work toward greater engagement, working together and as well as ensuring that the C&CI Service better reflect their historical and current heritage. We will make these enhancements by improving our demographic capture, analysis and taking actions on (by different protected groups and other relevant groups), at two levels: <ol style="list-style-type: none"> <li>3. Citizens who have used our services</li> <li>4. Citizens who are currently not using our services but are our priority audiences</li> </ol> | SLT   | On-going                  |
| Monitor impact of change programme on commercial operations/ financial   | HS    | On-going                  |

| <b>Improvement / action required</b>   | <b>Responsible Officer</b> | <b>Timescale</b>                         |
|--|----------------------------|--|
| Incorporate actions shown below into C&CI Change Management Implementation Plan  | HS                         | July 2021                                |
| Ensure people on maternity leave are identified to ensure that they are not excluded from the process or disadvantaged in any selection process for jobs   | HR                         | July 2021                                |
| Inform BCC Team responsible for the Quality of Life Survey about the usefulness of capturing and analysing views of Bristol citizens by protected groups and to let the C&CI Change Management Team know about the current status and any future actions – these can be incorporated into the C&CI Change  | HS                         | Aug 2021                                 |
| Remind HR about, and ask for progress on, the need to disaggregate Diversity Dashboard, beyond what is currently available, so that future EqIAs can check any adverse effects on non-available protected groups and sub-groups. These include: gender reassignment, marriage and civil partnership, pregnancy and maternity, race sub-groups, disability sub-groups, religion and belief sub-groups and sexual orientation sub-groups).   | HS                         | Aug 2021                                 |
| Work with other teams across the council (such as Learning & Development, Organisational Development, Business Change, Community Development and Consultation) and external partners to ensure broad and meaningful engagement   | HS                         | July 21 onwards                          |
| C&CI Service's relationship with diverse communities of Bristol is important, as we serve them. There is a need to work toward greater engagement, working together and as well as ensuring that the C&CI Service better reflect their historical and current heritage. We will make these enhancements by improving our demographic capture, analysis and taking actions on (by different protected groups and other relevant groups), at two levels: <ol style="list-style-type: none"> <li>1. Citizens who have used our services</li> <li>2. Citizens who are currently not using our services but are our priority audiences</li> </ol> | SLT                        | On-going                                 |
| Revisit and adjust the C&CI Change Management Implementation Plan by scrutinising the Bristol Population demographics captured by the 2011 census and 2021 census when available   | HS/JF                      | Aug 21 onwards                           |
| Engage and capture view of SLT and incorporate salient points from them into C&CI Change Management Implementation Plan  | HS                         | Aug 21                                   |
| Engage and capture view of CMT Staff and incorporate salient points into them into C&CI Change Management Implementation Plan  | HS/JF                      | Aug 21                                   |
| Ensure staff affected are part of the governance structure   | HS                         | Aug 21                                   |
| Engage and consult with key partners and incorporate relevant findings into C&CI Change Management Implementation Plan   | HS                         | May – July 21 and ongoing                |
| Engage and consult with Unions and Staff Led Groups and incorporate relevant findings into C&CI Change Management Implementation Plan  | JF                         | Aug 21                                   |
| sustainability for 2021 – 2023 to demonstrate improvement on previous years (see section 1.1).   |                            |  |
| Evaluate effectiveness of the change process at completion and feedback any lessons learnt to the service, directorate and council (to include gauging satisfaction of people about the management of change process as well as outcome)   | SLT                        | 3 months after change has been completed |

### **4.3 How will the impact of your proposal and actions be measured?**

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Below are a few examples. The action plan above has important indicators that we will use to measure success.

- Recruitment of diverse senior leadership team
- Have a senior leadership team focused on equalities action plan and serving underrepresented communities
- Longitudinal measurement of service stress risk assessments and staff satisfaction survey
- Staff satisfaction re change management via staff survey

Most importantly, we will design, implement and analyse surveys across all stakeholders regarding whether the change process has resulted in benefits to them. In addition, whether we have achieved our main goal of enhancing the representation of historical and current heritage of the Bristol population. We will ensure that the surveys are disaggregated by different protected groups and other relevant groups.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|   |  |
|---|--|
| <b>Equality and Inclusion Team Review:</b><br>Equality and Inclusion Team | <b>Director Sign-Off:</b><br>John Smith: Director – Economy of Place |
| Date: 22 December 2021  | Date:  |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



# Equality Impact Assessment [version 2.9]



|   |   |
|---|---|
| Title: Block contracts for Temporary Accommodation  |   |
| <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service<br><input type="checkbox"/> Other [please state] | <input checked="" type="checkbox"/> New<br><input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing |
| Directorate: Growth and Regeneration  | Lead Officer name: Paul Sylvester   |
| Service Area: Homelessness Prevention   | Lead Officer role: Head of Housing Options  |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

To meet the increased demand for temporary accommodation during the Covid recovery and reduce cost we are procuring 100 units of fixed price accommodation and 150 units of shared singles accommodation for one year with an option to extend for an additional 12 months. The accommodation is to be procured from the existing Emergency Accommodation Framework. This procurement reflects a strategic change in the profile of placements into Temporary Accommodation to move away from a dependency on high-cost nightly rate spot purchased accommodation to lower cost fixed price provision.

### 1.2 Who will the proposal have the potential to affect?

|   |  |   |
|---|--|---|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments:                                    |  |   |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|  |                                    |                 |
|--|------------------------------------|-----------------|
| <input checked="" type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> | [please select] |
|--|------------------------------------|-----------------|

As we enter a period of recovery from COVID this procurement will help the city respond to the impact of the pandemic and mitigate the increased demand for temporary accommodation placed current supply particularly by those groups who are currently experiencing or at risk of homelessness in the city.

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known]            | Summary of what this tells us  |
|--|--|
| Housing Support Register   | Case specific database for at risk and vulnerable citywide Homelessness prevention placements  |
| Abritas  | Case specific database for citywide Homelessness Prevention Service to capture those assessed under the Homelessness Reduction Act - linked to gov.uk H-CLIC |
| Joint Strategic Needs Assessment                                       | Citywide quarterly data, population, housing, health   |
| National Statistics (Department of Levelling up Housing & Communities) | National Homelessness Data from quarterly returns by local government through H-CLIC returns   |
| Homelessness Trends  | Quarterly report on citywide homeless trends   |
| Rough Sleeping snapshot  | Citywide monthly and annual street count reported to gov.uk  |

#### Additional comments:

Statutory homeless [statistics](#) capture data on everyone who has been assessed under the Homelessness Reduction Act. This is easily one of the best sources of homelessness statistics in the world.

The latest national statistics (2020-21) indicate that homelessness has disproportionately affected certain communities, with single households, young people, and people of colour (especially Black/Black British people) who have seen the greatest increases.

National statistics show 84.9% of the overall population is White British, compared to 69.6% of people experiencing or at risk of homelessness. Black/Black British is the most overrepresented ethnic group comprising 9.7% of those owed a homelessness duty. In Bristol these national figures are broadly replicated with 16% of the population who are Black, Asian and minority ethnicity, compared to 30-40% of homeless acceptances between 2012 and 2018.

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Data collected for the homelessness review indicates that there are gaps in existing ethnicity data, with ethnicity not always stated or recorded. From what data there is, indicates that Black, Asian and minority ethnic homelessness applicants are over-represented compared to their relative proportion in the Bristol Community as a whole.

We also know that there are gaps in our data relating to sexual orientation. We know that there are higher than average numbers of women and non-EU nationals represented in the Bristol rough sleeping population, but we do not currently know enough about the reasons why.

In general, we acknowledge that there are gaps in our knowledge about the future demands on homelessness services as it affects a range of equalities groups and will be looking to improve the range of equalities data we gather, both as a local authority and through the homelessness services we commission.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

The [Homelessness & Rough Sleeping Strategy 2019-24](#), which was informed by a full public consultation with external stakeholders and service users etc., underwrites the provision of statutory homelessness prevention services in the city. Services that include the supply of temporary accommodation. This strategy applies multi-agency governance that includes stakeholders and those with lived experience of homelessness.

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

- A market engagement event with existing suppliers
- Online Q&A session with all suppliers ahead of tender submissions.
- Compliance inspection of all units supplied to the framework .
- Regular weekly updates with accredited suppliers and checks on accommodation to ensure standards.

- Monthly engagement meetings with all suppliers awarded this contract
- Regular Feedback reports from placements on TA

### Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

#### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

|   |   |
|---|---|
| <b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)   |   |
| The provision of shared singles temporary accommodation in this block presents a greater risk of adverse impacts based on the protected characteristics than those placements in self-contained households. |   |
| <b>PROTECTED CHARACTERISTICS</b>  |   |
| <b>Age: Young People</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:  | The experience of the shared accommodation environment might negatively impact on some placements. Some young people may feel isolated or cut off from networks and/or insecure or unsafe or be more likely to be victims of abuse or crime. Younger people may be vulnerable to becoming engaged with criminal or antisocial activity (either voluntarily or by coercion/intimidation) if this occurs. |
| Mitigations:  | We include suitability for shared accommodation in triage and risk assessment. Where possible young people will be accommodated in specialist YP accommodation. We will liaise with providers to allocate YP only shared accommodation as appropriate.  |
| <b>Age: Older People</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:  |   |
| Mitigations:  |   |
| <b>Disability</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:  | The range of accommodation may not be sufficiently accessible for e.g. wheelchair users or have limited access for people with mobility issues.   |
| Mitigations:  | We will aim to ensure that a suitable proportion of properties in the block purchase meet accessibility requirement e.g. level access. We will ensure property details are accurate and work with suppliers on detail to ensure placements are suitable. People with other disability such as sight loss are likely to be accommodated via other mechanisms.  |
| <b>Sex</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:  | Mixed gender households may not be suitable for some placements, and we need to ensure we are providing safe and appropriate accommodation for women.   |
| Mitigations:  | We plan to offer an apportioned number of single gender shared households   |
| <b>Sexual orientation</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:  | Lack of diversity in the locality, or within shared properties may mean increased likelihood of discrimination and hate incidents.  |
| Mitigations:  | We have a collaborative relationship with providers to select and place people in appropriate accommodation across the city. Providers are required to have robust policies to tackle discrimination, harassment, victimisations and hate incidents.  |
| <b>Pregnancy / Maternity</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |

|  |  |
|--|--|
| Potential impacts:   | Placement away from support networks   |
| Mitigations:   |  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   | Lack of diversity in the locality, or within shared properties may mean increased likelihood of discrimination and hate incidents.   |
| Mitigations:   | We have a collaborative relationship with providers to select and place people in appropriate accommodation across the city. Providers are required to have robust policies to tackle discrimination, harassment, victimisations and hate incidents.                                     |
| <b>Race</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | Lack of diversity in the locality, or within shared properties may mean increased likelihood of discrimination and hate incidents, or do not have their cultural needs met   |
| Mitigations:   | We have a collaborative relationship with providers to select and place people in appropriate accommodation across the city. Providers are required to have robust policies to tackle discrimination, harassment, victimisations and hate incidents.                                     |
| <b>Religion or Belief</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | Lack of diversity in the locality, or within shared properties may mean increased likelihood of discrimination and hate incidents, or do not have their cultural needs met   |
| Mitigations:   | We have a collaborative relationship with providers to select and place people in appropriate accommodation across the city – e.g. nearer to places of workshop. Providers are required to have robust policies to tackle discrimination, harassment, victimisations and hate incidents. |
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |  |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | Isolation, if placement is not near to work, schools, support networks and transport   |
| Mitigations:   | Careful consideration at placement   |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | Placement away from carer  |
| Mitigations:   | Careful consideration of location and access to carer network for placement  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   | Location of asylum seekers and refugee placements away from support networks   |
| Mitigations:   | Careful consideration and discussion with relevant support providers about support networks ahead of placement.  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The proposal potentially increases supply and choice of temporary accommodation which will indirectly benefit people based on their protected characteristics and certainly mitigates the additional risk of street homelessness for these groups

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

|  |
|--|
| <b>Summary of significant negative impacts and how they can be mitigated or justified:</b> |
|--|

|   |
|---|
| Poor placement creating local community imbalance |
|---|

|  |
|--|
| <b>Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:</b> |
|--|

|   |
|---|
| Supply of good quality temporary accommodation to support the homelessness prevention service in the city |
|---|

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required  | Responsible Officer | Timescale |
|--|---------------------|-----------|
| Through a close and collaborative relationship - ensure all suppliers offering accommodation to these blocks provide quality accommodation in the right place to meet the needs of the service and the placements made | Graham Jones        | Ongoing   |
|  |                     |           |
|  |                     |           |


### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

|   |
|---|
| High rates of occupancy, low rates of void empties and successful move on to more sustainable accommodation for those placed. |
|---|

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b> Donald Graham - Director Housing and Landlord Services<br> |
| Date: 3/11/2021  | Date: 02/12/2021   |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |  |
|--|--|
| Title: Budget Proposal- Reduce amount spent on studies to support policy development in Sustainable City and Climate Change and Housing Delivery |  |
| <input checked="" type="checkbox"/> Budget Proposal GR032  | <input checked="" type="checkbox"/> Changing                   |
| Directorate: G&R   | Lead Officer name: Alex Minshull                               |
| Service Area: DoP  | Lead Officer role: Sustainable City and Climate Change Manager |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal:**

Reduce supplies and services budget for technical consultant studies.

**1.2 Who will the proposal have the potential to affect?**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |  |  |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

We commission technical sustainability and housing consultants to assist with policy and projects. We will manage with less of this resource or find other ways to fund this work. Decision making on the options sits outside the work of the technical consultants

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by Equality Officer | <b>Director Sign-Off:</b><br>Zoe Willcox |
| Date: 22/12/21   | Date: 06/01/22                           |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



# Equality Impact Assessment [version 2.9]



|   |  |
|---|--|
| Title: Budget Proposal - Reduction of grant to Bristol Music Trust after substantial investment and opening of Bristol Beacon |  |
| <input checked="" type="checkbox"/> Budget Proposal GR039   | <input checked="" type="checkbox"/> Changing               |
| Directorate: Growth and Regeneration  | Lead Officer name: Jon Finch/John Smith                    |
| Service Area: Culture and Creative Industries   | Lead Officer role: Head of Culture and Creative Industries |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

|  |
|--|
| <p>BCC has historically provided a revenue grant to Bristol Music Trust since the Trust was created by the Council in 2012.</p> <p>Agreement had previously been reached in 2019 between Bristol City Council (BCC) and Bristol Music Trust (BMT) to reduce the BMT revenue grant from £1.026m to £526k once the Bristol Beacon had opened and was able to generate significant increased revenue for BMT. This opening has initially been planned for the autumn of 2021.</p> <p>The original agreement had suggested that the revenue reduction should take place at the beginning of the next full financial after the opening of the Bristol Beacon. The opening of the Bristol Beacon is now scheduled for September/October 2023. This proposal simply brings forward the revenue budget reduction from the beginning of the next financial year (April 2024) to the beginning of q3 in 2023/2024 (October 2023).</p> <p>This will result in a revenue saving of £250,000 for BCC.</p> |
|--|

### 1.2 Who will the proposal have the potential to affect?

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce   | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input checked="" type="checkbox"/> Commissioned services | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                      |  |  |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.


If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                                     |   |                 |
|-------------------------------------|---|-----------------|
| <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> | [please select] |
|-------------------------------------|---|-----------------|

We have not identified any significant equality impact from this savings proposal. Bristol Music Trust has been aware of and planning for the reduction of the BCC revenue grant for some time. The timing of the grant reduction had not been formally fixed because of the previous uncertainty about when the Bristol Beacon would open. This capital programme timetable is now much clearer. Once the Bristol Beacon is open BMT will be able to generate significantly increased levels of income that will mitigate the reduction in revenue grant from BCC. Therefore BMT will be able to continue to provide the existing range of services to the communities of Bristol around music provision and education.

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |  |
|--|--|
| <p><b>Equality and Inclusion Team Review:</b><br/><i>Reviewed by Equality and Inclusion Team</i></p> | <p><b>Director Sign-Off:</b><br/></p> |
| Date: 6/1/2022   | Date: 06/01/2022   |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |   |
|--|---|
| Title– Advisory Disabled Bays Service Review - GR15  |   |
| <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service<br><input type="checkbox"/> Other [please state] | <input checked="" type="checkbox"/> New<br><input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing |
| Directorate: Growth and Regeneration – Management of Place   | Lead Officer name: David Bunting  |
| Service Area: Traffic & Highways Maintenance   | Lead Officer role: Head of Service  |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](http://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

|   |
|---|
| <p>The purpose of this proposal is to save the Council the cost of installing advisory disabled bays currently around c£100K per annum, by either stopping the service or charging the householder a charge for installation. This proposal is not profit led and will only recover the actual costs incurred. All installation work is undertaken by contractors so there would be no internal expenditure savings to be made.</p> <p>The scheme the City Council administers is purely residential and is designed to allow disabled residents who have no reasonable off-street parking the ability to park their vehicles as close to their residences as possible, or provide white access markings in front of a drive / access way.</p> <p>Disabled white markings provided under this scheme are advisory only and have no legal standing / enforcement capabilities and so whilst a bay would clearly be intended for one individual, it is also open to other disabled drivers to use. Bristol City Council is unable to provide any form of enforcement to secure the use of an advisory bay, or prevent the blocking of a drive / access way.</p> |
|---|

### 1.2 Who will the proposal have the potential to affect?

|  |  |   |
|--|--|---|
| <input type="checkbox"/> Bristol City Council workforce                                      | <input checked="" type="checkbox"/> Service users                  | <input checked="" type="checkbox"/> The wider community |
| <input checked="" type="checkbox"/> Commissioned services                                    | <input type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments: All residents who are eligible for the advisory bays would be affected. |  |   |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|  |                                    |                 |
|--|------------------------------------|-----------------|
| <input checked="" type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> | [please select] |
|--|------------------------------------|-----------------|

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br><small>[Include a reference where known]</small>                                 | Summary of what this tells us   |
|--|---|
| Bristol Disability statistics,<br>Disabled population in Bristol<br>Source: ONS 2011 Census Age Population | 17% of people in Bristol are disabled.<br>Day-to day activities not limited (All ages) 356,510 / 83%<br>Day to day activities limited 7%<br>Day-today activities limited a lot (All ages 34,570) 8.%<br>Day to day activities are limited a lot -<br>31% of disabled people are over 65 years of age<br>12.1 % of disabled people are 50-64<br>3.6% of disabled people are 16-49<br>1.7 % of disabled people are 0-15 |
| Blue Badge Scheme, Statistics, England 2019  | There were 2.29 million Blue Badges held in England as at 31 March 2019, a decrease of 59,000 Blue Badges (2.5%) since 2018. 2.29 million Blue Badges held 2.5% since March 2018 As at 31 March 2019, 4.1% of the population held a Blue Badge, compared with 4.2% in 2018.   |

|  |  |
|--|--|
| <p><u>Department for Transport Statistics 2019/2020</u></p> <p>Internal data</p>   | <p>Eligibility criteria requires applicants must have a Blue Badge for an Advisory Disabled Bay to be installed. We know that 7,247 citizens were issued with Blue Badges in Bristol last year</p> <p>There are currently 18,142 valid Blue Badges issued by Bristol City Council. They were issued for the following reasons:</p> <p>2% - Severe Sight Impairment (Blind)<br/> 5% - Hidden disabilities<br/> 12% - Disability Living Allowance<br/> 27% - Personal Independence Payment<br/> 54% - Walking Disability</p> <p>Applications are made through a national system and we are unable to profile this data by age, ward or any other characteristic.</p> |
| <p>Quality of life survey 2020, % of residents for whom accessibility issues stop them from being involved in the community</p>  | <p>15.9% of disabled people state that accessibility issues stop them from being involved in their community. A high percentage of disabled people feel they are not able to get involved with their community due to accessibility issues.</p>  |
| <p>Quality of Life Survey, 2020 % of residents for whom transport issues stop them from getting involved in their community</p>  | <p>20% of disabled people state that transport issues stop them being involved in the community. Disabled people are overrepresented in their dissatisfaction on how well they can use transport to support them getting involved in their communities.</p>  |
| <p>Quality of Life Survey 2020 % of residents for whom inaccessible transport stops them from leaving their home.</p>  | <p>16% of disabled people state that inaccessible transport stops them from leaving their home, compared to 8% of people over 65. With 17% of disabled people in Bristol, this figure is very high, so nearly all disabled people say transport is inaccessible for them.</p>  |
| <p><u>Disabled People in Employment</u></p>  | <p>The ONS have reported that a higher proportion of disabled employees have been made redundant than employees who are not disabled. In July-November 2020, 21.1 per thousand disabled employees were made redundant, compared to 13.0 per thousand employees who are not disabled.</p>   |
| <p><u>Disability Pay Gap research (TUC)</u></p>  | <p>The UK Disability pay gap is 20% (2020).<br/> Research showed women earn less than men.</p>   |
| <p><b>Additional comments: see below</b></p> <p>Applicants for Advisory Disabled Parking Bays must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• have a valid Blue Badge</li> <li>• live at the address where the bay is required</li> <li>• regularly use a vehicle which is kept at that address</li> <li>• struggle to park near your home ie there is strong demand for local on street parking.</li> <li>• not have suitable off-street parking, such as a drive or garage</li> </ul> |  |

On average there are 190 successful applications per year:

| Post Code | Average |
|-----------|---------|
| BS1       | 0       |
| BS2       | 5       |
| BS3       | 19      |
| BS4       | 26      |
| BS5       | 39      |
| BS6       | 7       |
| BS7       | 19      |
| BS8       | 3       |
| BS9       | 5       |
| BS10      | 10      |
| BS11      | 14      |
| BS13      | 15      |
| BS14      | 9       |
| BS15      | 4       |
| BS16      | 16      |
| Total     | 190     |

Please note, we do not allow disabled bays in the Controlled Parking Zone in the city centre. There are a small number of statutory public bays in this area, but Blue Badge holders can park for free in most on street city centre locations and in all BCC pay and display car parks.

### IMD2019 Bristol Deprivation Decile

- BS4 Fillwood – Most deprived area in Bristol
- BS5 Lawrence Hill/ Stoke Croft West – Most deprived wards in Bristol
- BS10 Southmead / Bentry - Most deprived wards in Bristol
- BS11 Avonmouth – Most deprived wards in Bristol
- BS13 Hartcliffe and Withywood – Most deprived wards in Bristol
- BS14 Hengrove and Witchurch Park - Most deprived wards in Bristol
- BS16 – Frome Vale/ Hillfields – Most deprived wards in Bristol

We can see from our figures that the highest number of applicants who request and are granted a disabled parking bay are in the most deprived wards in Bristol. This proposal will impact people who also live in deprived areas of Bristol.

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Age                 | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Gender Reassignment |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity   | <input type="checkbox"/> Race                |
| <input type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex        | <input type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

We do not have a breakdown of all the protected characteristics apart from disabled people, their age in respect to the general population of Bristol and sex in relation to national statistics. The area the EqiA has focused on includes the data we have on disabled people, their impairment and what ward they live in.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We have not engaged with stakeholders about this savings proposal at this stage. However, we will consult with our internal Staff led group, Disabled Employees Group and partners such as WECIL prior to any further development / implementation.

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

We are the formative stage of this proposal, we will liaise with internal Staff led group, the Disability Equality Commission, WECIL and Bristol Disability Equality Forum about our proposals which are still at a formative stage.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

**GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

| <b>PROTECTED CHARACTERISTICS</b>        |   |
|---|---|
| <b>Age: Young People</b>                | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:                      | We do not have the age breakdown for this cohort at this stage  |
| Mitigations:                            |   |
| <b>Age: Older People</b>                | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:                      | Older people are more likely to be Blue Badge holders, although not necessarily more likely to need an advisory disabled bay.   |
| Mitigations:                            | The charge for the installation of the bays could be means tested which could mitigate the impact. This could however mean the potential savings would not be fully realised. The older population are more like to be receiving a pension, and on a lower income.  |
| <b>Disability</b>                       | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:                      | Although the signage is advisory (it is not enforceable if someone decides to ignore the signage and park in a marked bay) the service advances equality of opportunity for disabled residents by increasing the likelihood they are able to park directly outside their home<br><br>Therefore, if the currently free service becomes charged-for it is likely to have a disproportionately negative impact on disabled citizens. Although disabled people are less likely to be car owners overall, we know many disabled people are reliant on having their own transport and may not be able to travel long distances independently or find public transport accessible. |
| Mitigations:                            | Whilst the disproportionate impact for disabled people cannot be fully mitigated, we note that Blue badge holders (all eligible applicants) can currently park in any residential or pay and display bay without charge or time restrictions unless the parking bay is marked for a specific use ie: EV charging, Permit holder only or in a Loading Bay - however these bays may not be directly outside of the resident's home and could involve a short walk to their vehicle. We also note the option of providing concessionary reductions or waiving of fees for low income households (see 'Deprivation' below.  |
| <b>Sex</b>                              | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:                      |   |
| Mitigations:                            |   |
| <b>Sexual orientation</b>               | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:                      |   |
| Mitigations:                            |   |
| <b>Pregnancy / Maternity</b>            | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:                      |   |
| Mitigations:                            | See above   |
| <b>Gender reassignment</b>              | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:                      |   |
| Mitigations:                            |   |
| <b>Race</b>                             | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:                      |   |
| Mitigations:                            |   |
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:                      |   |
| Mitigations:                            |   |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:                      |   |
| Mitigations:                            |   |
| <b>OTHER RELEVANT CHARACTERISTICS</b>   |   |



|  |   |
|--|---|
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | There is some potential for Blue Badge Holders living in low-income households to be adversely affected by any introduction of charges. There may also be some correlation between areas of deprivation and increased reliance on street parking (ie less properties with driveways or residents with less financial means to install driveways). This would mean if they live in an area where there are parking permit require they would be charged twice. |
| Mitigations:   | The charge for the installation of the bays could be means tested which could mitigate the impact. This could however mean the potential savings would not be fully realised.   |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   | There is some potential for Blue Badge Holders living in low-income households to be adversely affected by any introduction of charges, and affect the people who care for them.  |
| Mitigations:   | The charge for the installation of the bays could be means tested which could mitigate the impact. This could however mean the potential savings would not be fully realised.   |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |   |
| Potential impacts:   |   |
| Mitigations:   |   |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

Efficient transport policies which reduce congestion and improve public transport efficacy and air quality will improve the environment for all residents and visitors to the city. Whilst Council's policies are generally focussed on reducing the dependence on the private car and encouraging those who can, to use alternative, more sustainable means of transport it is acknowledged that Blue Badge holders have a greater dependency on the private car and that ease of access to that vehicle can greatly improve their quality of life.

We acknowledge the provision of advisory disabled bays is not a statutory requirement and although the Council could withdraw the service, it is felt that it would be better to offer a chargeable service instead. We also know that this proposal would not advance equality of opportunity and so we have suggested some mitigations considering this.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

The proposal is likely to have a disproportionate impact on disabled people and their carers – especially those living in low income households unless there are concessions / waived fees on this basis.

#### Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

No significant positive impact identified. The Council is currently under a legal direction to improve Air Quality in the City Centre, although not all bays are located in the City Centre. The Council has a duty to deliver on its transport policy and to encourage a modal shift away from using the motor car to use of more sustainable modes of transport.

## 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required   | Responsible Officer | Timescale            |
|---|---------------------|----------------------|
| Speak with Staff Led groups, and external partners about the proposals to introduce fees for disabled people.   | Sarah Clark         | January 2022 onwards |
| Obtain better data on the use of disabled parking and in which wards in the city, and which protected characteristic groups are successful in obtaining the bays. | Sarah Clark         | January 22 onwards   |


## 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Monitoring of Advisory Disabled Bay requests, and relevant Quality of Life indicators.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|   |  |
|---|--|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by the Equality and Inclusion Team | <b>Director Sign-Off:</b><br> |
| Date: 5 January 2022  | Date: 5 January 2022   |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |  |
|--|--|
| Title: Future Energy Supply  |  |
| <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service<br><input type="checkbox"/> Other [please state] | <input type="checkbox"/> New<br><input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing |
| Directorate: Growth & Regeneration   | Lead Officer name: David Gray  |
| Service Area: Energy Service   | Lead Officer role: Energy Supply Programme Manager   |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

Recent and unprecedented rises in the market price for energy have highlighted the need for immediate measures to mitigate the impact of these increases on the Council. Beyond this initial response, there are further measures that the Council could undertake to reduce demand for energy, to reduce the cost of energy, and to reduce the carbon impact of the necessary energy we still need. This [Decision Pathway Report](#) and accompanying [Appendix](#) is seeking Cabinet approval to introduce new procurement approaches, and to deliver further energy efficiency measures across the Council’s own estate.

### 1.2 Who will the proposal have the potential to affect?

|   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Bristol City Council workforce  | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services  | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments: Whilst these proposals will make improvements to how energy is bought and used, there will be little visible impact on the day-to-day use of the Council estate, except perhaps where measures such as better lighting is installed. |  |  |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If ‘Yes’ complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

This is essentially an improved way to purchase a commodity already in use and to make better use of it, it does not in itself materially affect how the estate is used or those using it. However, some demand reduction measures may have some impact on BCC staff.

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known]                  | Summary of what this tells us   |
|--|---|
| <a href="#">Workforce Diversity report</a>                                   | The shows Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data from iTrent. This report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees.  |
| Black South West Network: 'We want to change, and they have the power', 2018 | Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services. |

|   |  |
|---|--|
| Impact of COVID-19 on BAME Led Businesses, Organisations & Communities' by the Black South West Network | Fewer Black Asian and minority ethnic people (83%) say they are satisfied with their current accommodation than Bristol residents overall (88%) <sup>17</sup> . Ethnic minorities are more likely to live in overcrowded households (more people than bedrooms) and intergenerational households. Bangladeshi, Pakistani, and Black households are most likely to experience overcrowding compared to White British households. Bangladeshi and Pakistani groups are more likely to live in multi-family households. |
| <b>Additional comments:</b>   |  |

**2.2 Do you currently monitor relevant activity by the following protected characteristics?**

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

**2.3 Are there any gaps in the evidence base?**

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

**2.4 How have you involved communities and groups that could be affected?**

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We have not carried out any engagement with employees on the proposals at this stage.

**2.5 How will engagement with stakeholders continue?**

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

The virtual Energy task force will liaise with workforce and Staff Led Groups etc. regarding any demand reduction measures which require changes for employees to be supported by and involving key Council teams.

### Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

#### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

|  |  |
|--|--|
| <b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)  |  |
| <p>In a post COVID-19 hybrid working environment (with more people working from home where possible) we need to consider how demand reduction measures such as reducing temperatures in offices may have a disproportionate impact on employees who need to spend more time working inside Council premises because of their role; because they have special requirements or other reasonable adjustments for a disability; because they have a restrictive or disruption home environment. These circumstances are likely to particularly affect young employees; disabled people; parent and carers; and employees living in economic deprivation and/or cramped or crowded accommodation.</p> <p>Demand reduction measures such as reducing temperatures in offices or restricting use of equipment/lighting etc. may also have a disproportionate impact on older, pregnant, or disabled employees if they are less able to regulate their body temperature.</p> <p>To mitigate risk of disproportionate impacts on employees on the basis of their characteristics and circumstances we will ensure there is ongoing liaison with staff-led equalities groups and trades unions, and that the virtual energy task force updates this equality impact assessment to consider the possible impact of specific proposals and actions before implementing them</p> <p>Where the Council is establishing a new Dynamic Purchasing System we will ensure that Social Value and a supplier commitment to the principles of equality diversity and inclusion are embedded in contracts and quality insurance through commissioning and procurement processes.</p> <p>Where there are changes to energy charging for external organisations who are tenants of Council properties there may be a disproportionate impact on small community led-organisations – see evidence section. Where possible this can be mitigated through advanced notice, accessible and inclusive communications, and referral to additional sources of advice and support e.g. VOSCUR.</p> |  |
| <b>PROTECTED CHARACTERISTICS</b>   |  |
| <b>Age: Young People</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | Young employees may be more likely to attend Council building to work because of their role and circumstances.   |
| Mitigations:   | See above  |
| <b>Age: Older People</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | See above  |
| Mitigations:   | Older employees may feel colder or be less able to regulate their body temperature if heating is reduced in Council buildings.   |
| <b>Disability</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | Disabled employees may feel colder or be less able to regulate their body temperature if heating is reduced in Council buildings. Employees with partial sight loss, and |

|  |   |
|--|---|
|  | employees with hearing loss who rely on bright light to lip-read may be impacted if energy saving measures involve reduction in brightness of lighting.   |
| Mitigations:   | See above   |
| <b>Sex</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   |   |
| <b>Sexual orientation</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | Women may be more likely to feel cold in the office environment and prefer the temperature to be up to 2.5 degrees higher<br><br>Women are more likely to be carers and require the space in the office to carry out work   |
| Mitigations:   |   |
| <b>Pregnancy / Maternity</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | Pregnant employees may feel colder or be less able to regulate their body temperature if heating is reduced in Council buildings.   |
| Mitigations:   |   |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   |   |
| <b>Race</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | Black, Asian and minority ethnic employees are more likely to be employed in roles which require them to work at Council workspaces rather than from home on a regular basis, and are more likely to live in accommodation which is less suitable for home working such as multi-generational or 'overcrowded' housing.<br><br>Changes to energy pricing for tenants may have a disproportionate impact on Black and minority ethnic-led organisations. |
| Mitigations:   | See above   |
| <b>Religion or Belief</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   |   |
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   |   |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |   |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | Employees may be more likely to attend Council building to work because of their role and circumstances.<br><br>Employees living in economic deprivation and/or cramped or crowded accommodation may be disproportionately impacted by proposals if they have to come into workplace rather than work from home   |
| Mitigations:   | See above   |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   | See above   |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |   |
| Potential impacts:   |   |
| Mitigations:   |   |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

|   |
|---|
| <p><b>Summary of significant negative impacts and how they can be mitigated or justified:</b></p> <p>Main potential negative impact is from the effect of demand reduction measures on the working conditions for more vulnerable BCC staff. This will need to be addressed at an individual and local level within the task force, and additional protective measures, or scaling back proposed measures where they could have an adverse effect on vulnerable staff, put in place as appropriate.</p> <p>There is a potential secondary impact in passing on high costs of energy supply to BCC tenants. Options to mitigate the impact of this are much more constrained, whilst BCC is working hard to secure the best price possible in current circumstances for energy supplies, the Council cannot itself absorb additional costs incurred by tenant energy usage. We can, however, keep tenants informed and provide support and advice on cost saving measures that they might adopt.</p> |
| <p><b>Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:</b></p> <p>Energy efficiency measures have a long term benefit in reducing unnecessary Council expenditure and reducing the environmental impact of the Council's energy usage.</p> <p>Measures such as improved lighting, improved insulation, etc, may have benefits such as improved working environments beyond energy savings.</p>   |

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required                          | Responsible Officer | Timescale |
|--|---------------------|-----------|
| EqIA will be reviewed and updated by the working group | tbc                 | tbc       |
|  |                     |           |
|  |                     |           |

### 4.3 How will the impact of your proposal and actions be measured?


How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.



Main measure of the effectiveness of these measures will be in cost savings achieved. The EqIA and individual measures taken will need to be reviewed by the task force and informed by consulting with staff led groups to ensure no unintended adverse effects.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by Equality Officer | <b>Director Sign-Off:</b><br><br><b>Acting Director Management of Place</b> |
| Date: 5/1/2022   | Date: 06/01/2022   |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |   |
|---|---|
| Title: Review of Pest Control Service                     |   |
| <input checked="" type="checkbox"/> Budget Proposal GR051 | <input checked="" type="checkbox"/> Changing      |
| Directorate: G&R Management of Place                      | Lead Officer name: Nick Carter                    |
| Service Area: Regulatory Services                         | Lead Officer role:<br>Head of Regulatory Services |

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

## 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a large potential gap in our core budget next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal:**

1. The proposal is to review the Pest Control service.
2. The Council provides a discretionary Pest Control service. The review will consider different ways to deliver the service across the city.

**1.2 Who will the proposal have the potential to affect?**

|  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services                     | <input type="checkbox"/> City partners / Stakeholder organisations |  |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|  |                                    |                 |
|--|------------------------------------|-----------------|
| <input checked="" type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> | [please select] |
|--|------------------------------------|-----------------|

**1.1 2.1 What data or evidence is there which tells us who is, or could be affected?**

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br><i>[Include a reference where known]</i>   | Summary of what this tells us   |
|--|---|
| <a href="#">Census 2011</a> and <a href="#">Census 2021</a><br><br><a href="#">2011 Census Key Statistics About Equalities Communities</a> | The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below) |

|  |  |
|--|--|
| <p><u>The population of Bristol</u></p>  | <p>Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.</p>   |
| <p><u>New wards: data profiles</u></p> <p><u>Ward Profiles - Power BI tool</u></p>   | <p>The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.</p>   |
| <p><u>Bristol Quality of Life survey 2020/21 final report</u></p> <p><u>Quality of Life 2020-21 — Open Data Bristol</u></p>                        | <p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online &amp; paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.</p> <p>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation.</p>  |
| <p><u>Citizens' Assembly</u></p>   | <p>The citizens' assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.</p>  |
| <p><u>Joint Strategic Needs Assessment (JSNA)</u></p>  | <p>The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.</p> |
| <p><u>Final report on progress to address COVID-19 health inequalities - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>) December 2021</u></p> | <p>Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19 on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting 'take homes'. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations</p>   |

|   |  |
|---|--|
|   | around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences.  |
| <p><a href="#">HR Analytics: Power BI reports (sharepoint.com)</a><br/>[internal link only]</p> <p><a href="#">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB)</a> Appendix – Workforce Diversity Data – summary analysis</p>  | <p>The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).</p> <p>The Pest Control Team is currently made up of one BG12 Pest Control Team Leader, one BG10 Senior Pest Control Officer and seven BG8 Pest Control Officers. Employees in this small team have historically been predominantly male, aged 40+, in good physical health, and broadly representative of the ethnic diversity of Bristol.</p> |
| <p><a href="#">Designing a new social reality - Research on the impact of covid-19 on Bristol’s VCSE sector and what the future should be – Black South West Network 2020</a></p>   | <p>Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.</p>   |
| <p><b>Additional comments:</b></p> <p>The Council’s Pest Control Team currently provides a pest control service for the general public and the business community. The service is based predominantly around the treatment of rats and mice and some other pests. The current charge for dealing with rats and mice is £90 (reduced to £45 for citizens in the Council Tax Reduction scheme).</p> |  |

## 1.2 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

## 1.3 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don’t have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn’t mean that you can’t complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation. We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

We have no specific data on users of the Pest Control service. Take up for the service is random although we do have a small number of long standing commercial contracts in place.

## **1.4 2.4 How have you involved communities and groups that could be affected?**

*You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.*

*Include the main findings of any engagement and consultation in Section 2.1 above.*

*If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.*

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

## **1.5 2.5 How will engagement with stakeholders continue?**

*Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.*

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

The Pest Control service is delivered across the whole of the city and is open to all citizens. Service take up is random and there is little repeat business other than where contracts exist for some commercial operations, which represents a small percentage of the overall service. If any staff are affected by the review they will be consulted with as part of the management of change process.

*Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed*

### 1.6 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### **GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

The service review will need to take into account the impact of any proposals on the current provision of a reduced price service to persons in the Council Tax Reduction Scheme and on the service provided to council tenants.

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>[1]</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

Because the underlying reasons for the Council's budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people's needs will still be met by other / external provision if we reduce or decommission our existing services.

Where budget proposals are likely to impact on our workforce we will follow the 'Management of Change' guidance for internal consultation and seek advice from diversity consultants in the Equality and Inclusion Team to mitigate risks of discrimination. For proposals which are likely to impact external workforce teams e.g. in commissioned services, we will consider any likely disproportionate impacts of TUPE transfer arrangements etc.

Where proposals relate to changing work locations or conditions we will also consider the impact on those who may be more reliant on car parking or public transport; provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; and promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities and those from faith groups etc.

As there is evidence showing that lack of equity in funding and procurement has eroded the local voluntary and community sector, we need to consider the extent to which any proposed reductions in budgets for commissioned services, or proposals to increase income (e.g. by reducing subsidies or charging more commercial rates for premises and services) may have a disproportionate impact on smaller organisations which are led by and/or support local equalities communities.

#### **PROTECTED CHARACTERISTICS**

**Age: Young People**

Does your analysis indicate a disproportionate impact? No

|   |   |
|---|---|
| Potential impacts:                      |   |
| Mitigations:                            |   |
| <b>Age: Older People</b>                | Does your analysis indicate a disproportionate impact? No   |
| Potential impacts:                      |   |
| Mitigations:                            |   |
| <b>Disability</b>                       | Does your analysis indicate a disproportionate impact? No   |
| Potential impacts:                      |   |
| Mitigations:                            |   |
| <b>Sex</b>                              | Does your analysis indicate a disproportionate impact? Yes  |
| Potential impacts:                      | Men are overrepresented in the Pest Control Team  |
| Mitigations:                            | See general comments above regarding the Management of Change process and how we will aim to minimise any negative impacts  |
| <b>Sexual orientation</b>               | Does your analysis indicate a disproportionate impact? No   |
| Potential impacts:                      |   |
| Mitigations:                            |   |
| <b>Pregnancy / Maternity</b>            | Does your analysis indicate a disproportionate impact? No   |
| Potential impacts:                      |   |
| Mitigations:                            |   |
| <b>Gender reassignment</b>              | Does your analysis indicate a disproportionate impact? No   |
| Potential impacts:                      |   |
| Mitigations:                            |   |
| <b>Race</b>                             | Does your analysis indicate a disproportionate impact? No   |
| Potential impacts:                      |   |
| Mitigations:                            | See general comments above  |
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? No   |
| Potential impacts:                      |   |
| Mitigations:                            | See general comments above  |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? No   |
| Potential impacts:                      |   |
| Mitigations:                            |   |
| <b>OTHER RELEVANT CHARACTERISTICS</b>   |   |
| <b>Socio-Economic (deprivation)</b>     | Does your analysis indicate a disproportionate impact? Yes  |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• The current service provides pest control at a reduced price to persons on the Council Tax Reduction Scheme – there would be a disproportionate impact on people in low income households if the review resulted in this provision being removed.</li> <li>• Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>• In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>• 9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (BEIS, 2020)</li> <li>• 4.2% of households have experienced moderate to severe food insecurity, rising to 13% in the most deprived areas of the city (QoL 2020-21)</li> <li>• 25% of people in Bristol are dissatisfied with the way the Council runs things, but this is 43% for people living in the most deprived areas of the city (QoL 2020-21).</li> <li>• The inequalities gap in life expectancy between the most and least deprived areas in Bristol is 9.6 years for men and 7.2 years for women.</li> </ul> |



|  |   |
|--|---|
| Mitigations:   | See general comments above                                |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? No |
| Potential impacts:   |   |
| Mitigations:   |   |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |   |
| Potential impacts:   |   |
| Mitigations:   |   |

### 1.7 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ii Eliminate unlawful discrimination for a protected group
- ii Advance equality of opportunity between people who share a protected characteristic and those who don't
- ii Foster good relations between people who share a protected characteristic and those who don't

The review of the service will potentially reduce or end the current provision so there will not be any benefits.

### 1.8 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

If the review of the service results in the ending of the current reduced cost service for persons in the Council Tax Reduction Scheme then this will have a negative impact on people in low income households. Furthermore a significant part of the service is providing a pest control service for council tenants so again this would need to be taken into consideration.

#### Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

We have not identified and significant positive impact from the proposal. Our approach to management of change aims to advance equality of opportunity for people with relevant protected characteristics.

### 4.2 Action Plan


Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required                        | Responsible Officer | Timescale |
|--|---------------------|-----------|
| Review / management of change process as appropriate | Nick Carter         | 2022-23   |

## 1.9 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Relevant Quality of Life indicators such as % of people by Equalities group, living in Council accommodation, and in the most deprived areas of Bristol who are satisfied with the state of repair of their home [Quality of Life 2020-21 — Open Data Bristol](#)

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br><br><b>Acting Director Management of Place</b> |
| Date: 7/1/2022   | Date: 06/01/2022   |

<sup>[1]</sup> [Bristol judgment clarifies Councils' Budget consultation duties — The Consultation Institute](#)

<sup>[2]</sup> [CoDE Briefing Bristol v2.pdf \(runnymedetrust.org\)](#)

# Equality Impact Assessment [version 2.9]



|   |   |
|---|---|
| Title: Budget Proposal - Harbour Operations Review        |   |
| <input checked="" type="checkbox"/> Budget Proposal GR052 | <input checked="" type="checkbox"/> Changing                    |
| Directorate: Growth and Regeneration                      | Lead Officer name: Jonathan James                               |
| Service Area: Management of Place                         | Lead Officer role: Head of Service Natural & Marine Environment |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context

Every year, we agree on a budget for the following year which shows how much money we will be able to spend on the services we provide. The money the council has available to spend on delivering day-to-day services to citizens is called the revenue budget. Bristol City Council is required by law to set a balanced budget however we face a large potential gap in our core budget next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit and up and down the country councils are facing similar funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the immediate impact of the COVID-19 pandemic including the economic impact for low-income households; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND). At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes – and we expect this trend to continue for some time.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across department boundaries, and increasing external income

and Invest to Save revenue.

### This Proposal

The review will consider how the harbour is operated which will include the allocation and charging of updated leases and licences to better reflect commercial value. For the purposes of budget setting we have proposed ongoing indicative savings from this process of £450,000 which we would expect to begin realising as from 2023/24.

### 1.2 Who will the proposal have the potential to affect?

|   |   |   |
|---|---|---|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                             | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments:                                    |   |   |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known]  | Summary of what this tells us   |
|--|---|
| <u>Census 2011 and Census 2021</u><br><br><u>2011 Census Key Statistics About Equalities Communities</u>             | The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)   |
| <u>The population of Bristol</u>   | Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.   |
| <u>New wards: data profiles</u><br><br><u>Ward Profiles - Power BI tool</u>  | The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.   |
| <u>Bristol Quality of Life survey 2020/21 final report</u><br><br><u>Quality of Life 2020-21 — Open Data Bristol</u> | <p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online &amp; paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.</p> <p>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation.</p>   |
| <u>Citizens' Assembly</u>  | The citizens' assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.  |
| <u>Joint Strategic Needs Assessment (JSNA)</u>   | The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery. |
| <u>Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk) December 2021</u>          | Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19  |

|  |   |
|--|---|
|  | <p>on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting ‘take homes’. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences.</p>   |
| <p><a href="#">HR Analytics: Power BI reports (sharepoint.com)</a><br/>[internal link only]</p> <p><a href="#">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB)</a> Appendix – Workforce Diversity Data – summary analysis</p> | <p>The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).</p> <p>At this stage we do not think that the proposal is likely to have a significant impact on our workforce. In the current Historic Asset Review and Harbour Team Disabled; Black, Asian and minority ethnic; Female; and LGB employees are under-represented.</p>   |
| <p><a href="#">Designing a new social reality - Research on the impact of covid-19 on Bristol’s VCSE sector and what the future should be – Black South West Network 2020</a></p>  | <p>Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.</p>  |
| <p>Internal data on Harbour / Docks</p> <p><a href="#">Bristol City Council – City Docks 2021/2022 Fees for navigation and berthing of ‘craft’ as defined in the Corporation Act 1961</a></p>  | <ul style="list-style-type: none"> <li>• There are approximately 300 leisure boats in the Harbour with annual licences - These boats should only be used for “leisure” purposes and under the 1998 byelaws they are not permitted to be stayed upon for more than a 15 day period. There is no right of tenure and they are not residential.</li> <li>• Approx. 8 residential boats situated within the docks either at Welsh Backs or Wapping Wharf, these have a rolling 25 year lease for the quayside and have permission to be used as a residence.</li> <li>• Approx. 8 Commercial Vessels (Thekla, Grain Barge, Glassboat, Spyglass, Masons Barges, Under the Stars, Tempora, Kyle Blue) that are licenced for commercial activity within the docks.</li> <li>• Approx. 500 visiting vessels that come to Bristol annually (depending upon weather) to staff on the visitor pontoons, the stays vary from 24 hours to 30 days maximum. These are the tourists.</li> <li>• Charity/organisation vessels (Pride of Bristol,</li> </ul> |

|                                    |  |
|------------------------------------|--|
|                                    | <p>Mayflower, John King, Pyronaught, Balmoral, Lord Nelson) that currently do not pay for mooring in the Harbour.</p> <ul style="list-style-type: none"> <li>• Approx. 70 boats (small dinghy's and canoes) that are stored within the Dinghy Park and Dutch Barn at Underfall Yard.</li> <li>• Over 300 Paddleboards that are licenced annually to use the Floating Harbour</li> <li>• Over 100 power craft that are licenced to use the Harbour but are stored out of the Harbour Limits</li> <li>• Canoe Club</li> <li>• Bristol Canoe Polo Club</li> <li>• Gig Clubs (Clevedon, Bristol, Clifton, Bristol Social Rowers)</li> <li>• Charity Organisations- Tri Services, Sea Cadets, Sea Scouts, All Aboard, Young Bristol, Urban Pursuits, Adventurous Activities.</li> <li>• Commercial businesses using the Docks- Channel Yacht Sales, BluePrint Marine, Bristol Stand Up Paddle Board.</li> <li>• Ferries- Bristol Community Ferryboat Company and Number 7</li> <li>• Trip Boats- Bristol Packet</li> <li>• Boats moored in private Marinas (Bristol Marina and Pooles Wharf) approx. 50 who use the water and pay for a Navigation (only) fee</li> <li>• Vessels using the Underfall Yard</li> <li>• Vessels using the Drydock (Albion Shipyard)</li> <li>• Commercial Barges and pontoons used by developers to carry out works/construction either in or around the Harbour. This is paid for on a time and per square meter basis</li> </ul> |
| <p><b>Additional comments:</b></p> |  |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation.

We also know there are some under-reporting gaps in our workforce diversity information - where

personal and confidential information is voluntarily requested from staff.

Although the service requests confidential diversity monitoring feedback from applicants, we have little reliable information about the characteristics of commercial users of the harbour, including residential users and tourists.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

The Harbour Operations Review is due to be completed in late February 2022 and a Final Report issued in early March. It is anticipated that the Report will contain a large number of wide-ranging recommendations, addressing anything from high level policy and governance, through to distinct operational issues. On receipt of the Report, Bristol City Council will create a Delivery Plan, which will establish which recommendations are accepted and are to be implemented. We will carry out any further public engagement and consultation as appropriate which may be required to inform this process prior to implementation.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)



### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)

At this stage prior to conducting the review and identifying particular recommendations we have not identified any significant negative impact for staff, service users or citizens on the basis of their characteristics. However we are aware there is evidence showing that lack of equity in funding and procurement has eroded the local voluntary and community sector, we need to consider the extent to which any proposals to increase income (e.g. by reducing subsidies or charging more commercial rates for premises and services) may have a disproportionate impact on smaller organisations which are led by and/or support local equalities communities – as well as on particular communities and low-income households.

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

Because the underlying reasons for the Council's budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people's needs will still be met by other / external provision if we reduce or decommission our existing services.

Where budget proposals are likely to impact on our workforce we will follow the 'Management of Change' guidance for internal consultation and seek advice from diversity consultants in the Equality and Inclusion Team to mitigate risks of discrimination. For proposals which are likely to impact external workforce teams e.g. in commissioned services, we will consider any likely disproportionate impacts of TUPE transfer arrangements etc.

Where proposals relate to changing work locations or conditions we will also consider the impact on those who may be more reliant on car parking or public transport; provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; and promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities and those from faith groups etc.

We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics, which we have taken into account in making this budget proposal (detailed below).

#### PROTECTED CHARACTERISTICS

|                          |  |
|--------------------------|--|
| <b>Age: Young People</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>Young people are often under-represented in engagement and consultation and in Bristol are less satisfied than average with the way the council runs things.</li> </ul> |

<sup>1</sup> Bristol judgment clarifies Councils' Budget consultation duties — The Consultation Institute

|                          |  |
|--------------------------|--|
|                          | <ul style="list-style-type: none"> <li>• Children and young people in Bristol are considerably more ethnically diverse than the overall population of Bristol.</li> <li>• Young people in Bristol are more likely to: <ul style="list-style-type: none"> <li>○ have poor emotional health and wellbeing</li> <li>○ find inaccessible public transport prevents them from leaving their home when they want to</li> <li>○ 6.8% of 16-17 year olds (2020/21) were “not in education, employment or training” (NEET)</li> </ul> </li> <li>• Young adults are most likely to have lost work or seen their income drop because of COVID-19</li> </ul>   |
| Mitigations:             | See general comments above   |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Older people in Bristol are: <ul style="list-style-type: none"> <li>○ Less likely to be comfortable using digital services</li> <li>○ more reliant on public and community transport</li> <li>○ more likely to be an unpaid carer</li> <li>○ more likely to help out or volunteer in their community</li> <li>○ less likely to have formal qualifications</li> </ul> </li> <li>• Bristol Ageing Better says at least 11,000 older people are experiencing isolation in the city.</li> <li>• We must factor aging and the needs of older people into long term budgeting and service design</li> </ul>   |
| Mitigations:             | See general comments above   |
| <b>Disability</b>        | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• 17% of Bristol’s population are disabled. There are more disabled women than men living in Bristol.</li> <li>• The UK Disability pay gap is 20% (2020)</li> <li>• There is a disproportionate impact of COVID-19 on disabled people <a href="#">The lived experience of disabled people during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a></li> <li>• Disabled people are less likely to be employed in a managerial or professional occupation</li> <li>• 22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population, and are more likely to work part time.</li> <li>• Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>• Disabled people on average have lower qualification levels than the population as a whole.</li> <li>• Disabled people have lower car ownership levels</li> <li>• Budget setting needs to provide sufficient resource and flexibility to meet our legal duty to make anticipatory and responsive reasonable adjustments for disabled people including: <ul style="list-style-type: none"> <li>○ changing the way things are done e.g. opening / working times;</li> <li>○ changes to overcome barriers created by the physical features of premises.</li> <li>○ providing auxiliary aids e.g. extra equipment or a different or additional service.</li> <li>○ is ‘anticipatory’ so we must think in advance and ongoing about what disabled people might reasonably need.</li> </ul> </li> <li>• Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> </ul> |
| Mitigations:             | See general comments above   |
| <b>Sex</b>               | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |

|                              |  |
|------------------------------|--|
| Potential impacts:           | <ul style="list-style-type: none"> <li>Nationally the gender pay gap was 15.5% in 2020. This shows the relative pay gap between female and male employees and how the balance of pay is distributed in an organisation irrespective of equal pay for job roles.</li> <li>Women still bear the majority of caring responsibilities for both children and older relatives.</li> <li>Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership.</li> <li>Services and workplace requirements may not take into consideration the impact of women's reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.</li> </ul>  |
| Mitigations:                 | See general comments above   |
| <b>Sexual orientation</b>    | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse</li> <li>1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT.</li> <li>More than a third of LGBT staff have hidden or disguised that they're LGBT at work in the last year because they were afraid of discrimination.</li> <li>1 in 10 Black, Asian and Minority Ethnic LGBT staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBT staff</li> </ul>   |
| Mitigations:                 | See general comments above   |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements</li> </ul>  |
| Mitigations:                 | See general comments above   |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:           | <ul style="list-style-type: none"> <li>As sexual orientation above Transgender people are statistically more vulnerable to verbal and physical abuse. Transgender people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.</li> <li>1 in 8 Trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were Trans</li> </ul>  |
| Mitigations:                 | See general comments above   |
| <b>Race</b>                  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people<sup>2</sup>.</li> <li>In the last census (2011) 16% of the population belonged to a Black, Asian or minority ethnic group and this is likely to be higher now.</li> <li>Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people.</li> <li>Black, Asian and minority ethnic households are less likely to own their home and more likely to living in overcrowded housing and intergenerational households. Bangladeshi and Pakistani groups are more likely to live in multi-family households.</li> <li>Black people in the UK are less likely to hold a driving licence and more likely to rely on public transport.</li> </ul> |

<sup>2</sup> CoDE Briefing Bristol v2.pdf (runnymedetrust.org)

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Black Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they want to</li> <li>• Organisations may lack cultural competence because Black, Asian and minority staff are under- represented.</li> <li>• People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.</li> <li>• Black Asian and minority ethnic groups are more likely to be self-employed than the Bristol average and over-represented in low income self-employment including taxis, takeaway restaurants</li> <li>• Black Asian and minority ethnic people are underrepresented in political and civic leadership.</li> <li>• People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul> |
| Mitigations:                            | See general comments above   |
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• There are at least 45 religions represented in Bristol. Approximately 1 in 20 people in Bristol are Muslims, and Islam is the second religion in Bristol after Christianity</li> <li>• Budget proposals should take into account differing needs because of people’s religion and belief (for example different requirements around diet, life events, and holidays)</li> <li>• Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required.</li> </ul>  |
| Mitigations:                            | See general comments above   |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                      |  |
| Mitigations:                            |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>   |  |
| <b>Socio-Economic (deprivation)</b>     | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>• In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>• 9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (<a href="#">BEIS, 2020</a>)</li> <li>• 25% of people in Bristol are dissatisfied with the way the Council runs things, but this is 43% for people living in the most deprived areas of the city (QoL 2020-21).</li> </ul>   |
| Mitigations:                            | See general comments above   |
| <b>Carers</b>                           | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                      | <ul style="list-style-type: none"> <li>• Being a carer can be a huge barrier to accessing services and maintaining employment</li> <li>• We need to consider the timing/availability of services, events etc. to allow flexibility for carers.</li> <li>• As with Disability and Pregnancy and Maternity – policies which aim to restrict driving or parking can have a disproportionate impact on people who are reliant on having their own transport.</li> <li>• Studies show around 65% of adults have provided unpaid care for a loved one.</li> <li>• Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> </ul>   |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Young carers are often hidden and may not recognise themselves as carers_</li> </ul> |
| Mitigations:   | See general comments above  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |   |
| Potential impacts:   |   |
| Mitigations:   |   |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

No benefits identified at this stage

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

No significant negative impact identified at this stage however we are aware of existing issues for citizens which we will consider as part of the review and recommendations.

#### Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

No significant positive impact identified

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required | Responsible Officer | Timescale |
|-------------------------------|---------------------|-----------|
| n/a                           |                     |           |
|                               |                     |           |
|                               |                     |           |


### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Relevant Quality of Life indicators by characteristic including deprivation

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>3</sup>.

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br><br><b>Acting Director Management of Place</b> |
| Date: 5/1/2022   | Date: 6/1/2022   |

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<sup>3</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |  |
|---|--|
| Title: Budget Proposal – Communities & Public Health Savings Plan |  |
| <input checked="" type="checkbox"/> Budget Proposal P1 P2 P3      | <input checked="" type="checkbox"/> Changing |
| Directorate: People   | Lead Officer name: Carol Slater              |
| Service Area: Communities & Public Health                         | Lead Officer role: Head of Service           |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a large potential gap in our core budget next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

#### This proposal:

The Communities and Public Health directorate is responsible for two main budgets:

- The Communities and Public Health General Fund
- The Public Health Ring Fenced Grant

In supporting the council to meet its required savings target we are proposing to deliver £204k savings from the general fund through pick up by the Public Health Grant against specific Council services which meet the criteria for Public Health funding. These are:

**Domestic Abuse and Sexual Violence: £204, 000** Communities and Public Health to take additional responsibility for priority areas of Domestic Abuse and Sexual Violence which is a key public health priority.

**Substance Use: £91,000** Communities and Public Health to take additional responsibility for priority areas of Children and Young Peoples Substance use services, this brings all substance use contracts into alignment creating better efficiencies and oversight. Reducing harms from drugs and alcohol is a key public health priority.

**Parks and Health Engagement: £25,000** to bring Parks and Health engagement into the communities and neighbourhoods team bringing alignment with wider community engagement programmes and gaining efficiencies.

### 1.2 Who will the proposal have the potential to affect?

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.


If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

There are no equality impact implications and the services identified will not be materially affected.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|   |   |
|---|---|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by the Equality and Inclusion Team | <b>Director Sign-Off:</b><br> |
| Date: 23 / 12 / 2021  | Date: 23.12.2021  |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



# Equality Impact Assessment [version 2.9]



|  |  |
|--|--|
| Title: Reduce Customer Service Point budget  |  |
| <input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> <b>Service</b><br><input checked="" type="checkbox"/> Budget Saving R1 | <input type="checkbox"/> <b>New</b><br><input type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing |
| Directorate: <b>Resources</b>  | Lead Officer name: <b>Rizwan Tariq</b>   |
| Service Area: <b>Citizen Services</b>  | Lead Officer role: <b>Rizwan Tariq</b>   |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

Representing a five per cent reduction in Customer Services budget, working more efficiently and making better use of technology, whilst making sure those who need phone or face-to-face support can access it.

### 1.2 Who will the proposal have the potential to affect?

|  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> <b>Service users</b>           | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services                     | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:   |  |  |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                                     |   |                 |
|-------------------------------------|---|-----------------|
| <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> | [please select] |
|-------------------------------------|---|-----------------|

We have not identified any impact from this proposal for staff or citizens. The Citizen Service Point (CSP) budget has historically been underspent and this reduction in the budget will simply mean that the underspend will reduce - whilst the CSP continues to provide services to citizens of Bristol as currently.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Rizwan Tariq (delegated authority) |
| Date: 29/12/2021   | Date: 04/01/2022  |

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<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |  |
|--|--|
| Title: Budget Proposal                                 |  |
| <input checked="" type="checkbox"/> Budget Proposal R2 | <input checked="" type="checkbox"/> Changing   |
| Directorate: Resources                                 | Lead Officer name: Helen Davis                 |
| Service Area: Legal and Democratic services            | Lead Officer role: Shareholder Liaison Manager |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

## Budget context

Every year, we agree on a budget for the following year which shows how much money we will be able to spend on the services we provide. The money the council has available to spend on delivering day-to-day services to citizens is called the revenue budget. Bristol City Council is required by law to set a balanced budget however we face a large potential gap in our core budget next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit and up and down the country councils are facing similar funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the immediate impact of the COVID-19 pandemic including the economic impact for low-income households; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND). At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes – and we expect this trend to continue for some time.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

## This Proposal

The proposal is to make 5% budget savings by releasing surplus consultancy budget allocation for the Shareholder Liaison Service. This level of budget was originally set aside to provide support to the Shareholder on a range of shareholding matters, but has not been used and is not expected to be needed going forwards.

## 1.2 Who will the proposal have the potential to affect?

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments: No impact                          |  |  |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                                     |   |                 |
|-------------------------------------|---|-----------------|
| <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> | [please select] |
|-------------------------------------|---|-----------------|

No, the proposal is simply to reduce a budget allocation against a line for consultancy spend (usually used for external finance or legal advice) so reducing the potential budget to be spent on this will have no impact with respect to equalities.

### Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Tim O’Gara |
| Date: 10/1/2021  | Date: 06.01.22                          |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |   |
|---|---|
| Title: Budget Proposal Reduced expenditure on furniture - Old Council House |   |
| <input checked="" type="checkbox"/> Budget Proposal R4                      | <input checked="" type="checkbox"/> Changing      |
| Directorate: Resources  | Lead Officer name: Yvonne Dawes                   |
| Service Area: Register Office   | Lead Officer role: Head of Statutory Registration |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

## Budget context

Every year, we agree on a budget for the following year which shows how much money we will be able to spend on the services we provide. The money the council has available to spend on delivering day-to-day services to citizens is called the revenue budget. Bristol City Council is required by law to set a balanced budget however we face a large potential gap in our core budget next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit and up and down the country councils are facing similar funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the immediate impact of the COVID-19 pandemic including the economic impact for low-income households; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND). At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes – and we expect this trend to continue for some time.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

### This proposal:

The Old Council House is an historic ceremony venue and furniture is maintained to ensure a good environment for ceremonies. Maintenance to be reduced.

## 1.2 Who will the proposal have the potential to affect?

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                  | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |  |  |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living, etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                                     |   |                 |
|-------------------------------------|---|-----------------|
| <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> | [please select] |
|-------------------------------------|---|-----------------|

|   |
|---|
| We have not identified any equality impact from the proposal. The existing furniture is currently in a good state of repair and this should have minimal impact in the medium term. |
|---|

### Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Tim O’Gara |
| Date: 10/1/2022  | Date: 10/1/2022                         |

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<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



# Equality Impact Assessment [version 2.9]



|  |   |
|--|---|
| Title: Budget Proposal: Register Office reduced postage cost |   |
| <input checked="" type="checkbox"/> Budget Proposal R5       | <input checked="" type="checkbox"/> Changing      |
| Directorate: Resource  | Lead Officer name: Yvonne Dawes                   |
| Service Area: Legal (Electoral Services)                     | Lead Officer role: Head of Statutory Registration |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

## Budget context

Every year, we agree on a budget for the following year which shows how much money we will be able to spend on the services we provide. The money the council has available to spend on delivering day-to-day services to citizens is called the revenue budget. Bristol City Council is required by law to set a balanced budget however we face a large potential gap in our core budget next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit and up and down the country councils are facing similar funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the immediate impact of the COVID-19 pandemic including the economic impact for low-income households; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND). At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes – and we expect this trend to continue for some time.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

## This proposal

The postage costs for the Bristol Register Office sending out birth, death, marriage and civil partnership certificates have reduced due to efficiencies from the centralisation of services. Therefore a reduced budget is required.

## 1.2 Who will the proposal have the potential to affect?

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |  |  |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

No equality impact identified as the level of service will be maintained.

### Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Tim O’Gara |
| Date: 10/1/2022  | Date: 10/1/2022                         |

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<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |   |
|--|---|
| Title: Budget Proposal: Reduce Electoral Services printing and postage costs |   |
| <input checked="" type="checkbox"/> Budget Proposal R6                       | <input checked="" type="checkbox"/> Changing  |
| Directorate: Resource  | Lead Officer name: Gareth Cook                |
| Service Area: Legal (Electoral Services)                                     | Lead Officer role: Electoral Services Manager |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

## Budget context

Every year, we agree on a budget for the following year which shows how much money we will be able to spend on the services we provide. The money the council has available to spend on delivering day-to-day services to citizens is called the revenue budget. Bristol City Council is required by law to set a balanced budget however we face a large potential gap in our core budget next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit and up and down the country councils are facing similar funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the immediate impact of the COVID-19 pandemic including the economic impact for low-income households; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND). At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes – and we expect this trend to continue for some time.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income an Invest to Save revenue.

### The proposal:

To reduce future spending on printing and postage for statutory year-round electoral registration and specific elections communication due to legislative changes.

The national statutory electoral register process changed in 2020.

|   | Current 2020 onwards process  | Previous to 2020 process  |
|---|---|---|
| Electoral Registration communication to all properties in Bristol to ensure the correct occupants in their house are on the electoral register. | Households only obligated to respond if there is a change in occupier details.                            | Every property must respond stating 'no changes' or 'changes' regardless as to their circumstances. |
| Electoral Services chasing responses  | Electoral Services chase a response only where occupiers are not data matched.                            |   |
| Electoral Registration communication to properties in Bristol where a property has not changed occupier recently.                               | Sent confirmation of details of occupier  | A request to inform Electoral Services who is living there.   |
| Response from citizens  | More people are choosing to communicate electronically, thus further reducing printing and postage costs. |   |

|  |                |  |
|--|----------------|--|
|  | postage costs. |  |
|--|----------------|--|

All options of communication for citizens to communicate with Electoral Services remain ie post, phone, e-mail and web.

### 1.2 Who will the proposal have the potential to affect?

|   |  |   |
|---|--|---|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |   |

Additional comments: There is no change to who is contacted with every property in the authority area being engaged with annually and no scope to deviate from the changes in legislation.  
The primary legislated change is where a property has not changed occupier in recent times they are sent a confirmation of details of occupier rather than a request to inform us who is living there. All properties continue to be contacted but with information specific to them and they only need respond if changes of occupier have happened.

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

The legislated change ensures that every property in the Bristol area continues to be contacted as before. Now information is tailored to their circumstances and only requiring a response if details have changed. Rather than the old system where a response was required regardless as to their circumstances.  
This more intelligent approach to engagement maintains full contact with all citizens but in an appropriate method.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Tim O'Gara |
| Date: 10/1/2022  | Date: 10/1/2022                         |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |  |
|---|--|
| Title: Democratic Engagement Budget Proposal        |  |
| <input checked="" type="checkbox"/> Budget Proposal | <input type="checkbox"/> Changing                |
| Directorate: Legal and Democratic Services          | Lead Officer name: Lucy Fleming                  |
| Service Area: Democratic Engagement                 | Lead Officer role: Head of Democratic Engagement |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal:**

The Democratic Engagement budget proposal will make savings of £35k in 22/23 and £15k per annum in subsequent years by making better use of technology and implementing more efficient ways of delivering services.

**1.2 Who will the proposal have the potential to affect?**

|  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services                     | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:   |  |  |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|  |  |                 |
|--|--|-----------------|
| <input type="checkbox"/> Yes   | <input checked="" type="checkbox"/> No | [please select] |
| <p>The Democratic Engagement budget proposal will make savings of £35k in 22/23 and £15k per annum in subsequent years by making better use of technology and implementing more efficient ways of delivering services.</p> <p>We do know that some equality groups experience higher levels of digital exclusion, and so a full EqiA will need to be undertaken when proposals are better developed.</p> |  |                 |

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|   |                                      |
|---|--------------------------------------|
| <b>Equality and Inclusion Team Review:</b><br>Equality and Inclusion Team | <b>Director Sign-Off: Tim O'Gara</b> |
| Date: 23 /12/2021   | Date: 23/12/2021                     |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



# Equality Impact Assessment [version 2.9]



|  |  |
|--|--|
| Title: Budget Proposal – Legal Services                |  |
| <input checked="" type="checkbox"/> Budget Proposal R9 | <input checked="" type="checkbox"/> Changing |
| Directorate: Resources                                 | Lead Officer name: Nancy Rollason            |
| Service Area: Legal and Democratic services            | Lead Officer role: Head of Legal Service     |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

## Budget context

Every year, we agree on a budget for the following year which shows how much money we will be able to spend on the services we provide. The money the council has available to spend on delivering day-to-day services to citizens is called the revenue budget. Bristol City Council is required by law to set a balanced budget however we face a large potential gap in our core budget next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit and up and down the country councils are facing similar funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the immediate impact of the COVID-19 pandemic including the economic impact for low-income households; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND). At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes – and we expect this trend to continue for some time.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

## This Proposal

The proposal is to meet the need to make 5% budget savings to the legal services budget by increasing charges for externally funded legal work, and setting a recurring increased income target to reflect this. This proposal relates to work that the legal service undertakes on Major Council projects that are externally funded. The aim will be to maximise income while not impacting on Council funds. The increase in charges are still being formulated in line with relevant financial guidelines and will be reflected in a recurring increase in the service income target.

## 1.2 Who will the proposal have the potential to affect?

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments: No impact                          |  |  |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                                     |   |                 |
|-------------------------------------|---|-----------------|
| <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> | [please select] |
|-------------------------------------|---|-----------------|

No equality impact identified. The proposal is to secure more resource from external funding of Major projects which are being undertaken by the Council. There will be no cost to the Council.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Tim O’Gara |
| Date: 10/1/2022  | Date: 6 <sup>th</sup> January 2022      |

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<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |  |
|---|--|
| Title: Budget Proposal Local Crisis and Prevention Fund |  |
| <input checked="" type="checkbox"/> Budget Proposal     | <input checked="" type="checkbox"/> Changing           |
| Directorate: Resources                                  | Lead Officer name: Graham Clapp                        |
| Service Area: Finance                                   | Lead Officer role: Head of Service Revenues & Benefits |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget next year. With this challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to; help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post COVID-19, support more people than ever with mental health and social care services, and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and invest to save revenue.

As part of the governments overall Welfare Reform, responsibility for Crisis Loans and Community Grants was passed to local authorities from the Department of Works and Pension with effect from April 2013. DWP stopped

funding the scheme from 2015/16 onwards and the Council has continued a discretionary scheme of varying values each year funded from the General Fund.

The scheme provides basic household goods and emergency support for people in the most need. The demand has increased as a result of the pandemic and the budget was temporarily increased with additional government COVID-19 funding. For 2022/23 the fund will return to pre COVID-19 levels of £700,000.

The pre COVID-19 demand remained relatively constant, but with awards being smaller to maximise the support to the optimum number of households from the fund.

**This proposal** is to ensure the fund as it restabilises to pre COVID-19 levels continues to support those in the most need with at least 50% earmarked to support eligible new and existing council tenants with emergency living expenses and household goods and the associated funding of up to £350,000 being met from the Housing Revenue Account as opposed to the General Fund.

## 1.2 Who will the proposal have the potential to affect?

|   |  |   |
|---|--|---|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments:                                    |  |   |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|  |                                    |                 |
|--|------------------------------------|-----------------|
| <input checked="" type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> | [please select] |
|--|------------------------------------|-----------------|

This proposal is to ensure the Local Crisis Prevention Fund (LCPF) continues to support those in the most need with at least 50% earmarked to support eligible new and existing council tenants with emergency living expenses and household goods.

Application by tenancy type is not currently captured, however if this 50% is not currently achieved this proposition may have an effect on citizens on the basis of their protected characteristics.

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| <b>Data / Evidence Source</b><br>[Include a reference where known]   | <b>Summary of what this tells us</b>   |
|--|--|
| <a href="#">Census 2011</a> and <a href="#">Census 2021</a><br><br><a href="#">2011 Census Key Statistics About Equalities Communities</a> | The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)  |
| <a href="#">The population of Bristol</a>  | Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.  |
| <a href="#">New wards: data profiles</a><br><br><a href="#">Ward Profiles - Power BI tool</a>  | The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.  |
| <a href="#">Bristol Quality of Life survey 2020/21 final report</a><br><br><a href="#">Quality of Life 2020-21 — Open Data Bristol</a>     | The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online & paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.<br><br>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation. |
| <a href="#">Citizens' Assembly</a>   | The citizens' assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.   |
| <a href="#">Joint Strategic Needs Assessment (JSNA)</a>  | The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about  |

|  |   |
|--|---|
|  | how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.   |
| <a href="#">Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk)</a><br>December 2021  | Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19 on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting 'take homes'. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences. |
| <a href="#">HR Analytics: Power BI reports (sharepoint.com)</a><br>[internal link only]<br><br><a href="#">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB)</a> Appendix – Workforce Diversity Data – summary analysis | The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).   |
| <a href="#">Designing a new social reality - Research on the impact of covid-19 on Bristol's VCSE sector and what the future should be – Black South West Network 2020</a>   | Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.   |

**Additional comments:**

Local Crisis Prevention Fund Application data based on 1 year's data from October 2020 to September 2021.

| <b>Outcome</b>                |      |     |
|-------------------------------|------|-----|
| Paid                          | 4726 | 58% |
| Refused                       | 2489 | 31% |
| Withdraw/pending              | 926  | 11% |
| Total                         | 8141 |     |
| <b>Family Type</b>            |      |     |
| Couple                        | 208  | 3%  |
| Family                        | 620  | 8%  |
| Lone Parent                   | 2967 | 36% |
| Pensioner                     | 321  | 4%  |
| Single                        | 4025 | 49% |
| <b>Reason for application</b> |      |     |
| Benefit Delay                 | 250  | 3%  |

|                           |      |      |
|---------------------------|------|------|
| COVID (UC drop in income) | 399  | 6%   |
| Debt                      | 1346 | 19%  |
| Domestic Violence         | 205  | 3%   |
| Homelessness              | 813  | 11%  |
| Other                     | 2489 | 34%  |
| Prison Leaver             | 297  | 4%   |
| Benefit Sanction          | 22   | 0.3% |
| School Uniform            | 799  | 11%  |
| Universal Credit Issues   | 595  | 8%   |
|                           |      |      |

|                           |      |       |
|---------------------------|------|-------|
| <b>Gender</b>             |      |       |
| Female                    | 5185 | 64%   |
| Male                      | 2956 | 36%   |
|                           |      |       |
| <b>Number of children</b> |      |       |
| 10                        | 1    | 0.01% |
| 9                         | 1    | 0.01% |
| 8                         | 2    | 0.02% |
| 7                         | 7    | 0.09% |
| 6                         | 41   | 1%    |
| 5                         | 113  | 1%    |
| 4                         | 353  | 4%    |
| 3                         | 603  | 7%    |
| 2                         | 1144 | 14%   |
| 1                         | 1322 | 16%   |
| 0                         | 4554 | 56%   |
|                           |      |       |
| <b>Age</b>                |      |       |
| 80+                       | 16   | 0.20% |
| 70-79                     | 62   | 1%    |
| 60-69                     | 345  | 4%    |
| 50-59                     | 935  | 11%   |
| 40-49                     | 1580 | 19%   |
| 30-39                     | 3088 | 38%   |
| 20-29                     | 2047 | 25%   |
| -20                       | 68   | 1%    |



| 2018/19                                       | Award         | Refuse        | Withdraw      | Total | % of application | Bristol 2011 census | Difference |
|---|---------------|---------------|---------------|-------|------------------|---------------------|------------|
| Asian or Asian British: Any other background  | 30            | 9             | 4             | 43    | 1.46%            | 1.00%               | 0.46%      |
| Asian or Asian British: Bangladeshi           | 7             | 2             | 3             | 12    | 0.41%            | 0.50%               | -0.09%     |
| Asian or Asian British: Chinese               | 2             | 1             |               | 3     | 0.10%            | 0.90%               | -0.80%     |
| Asian or Asian British: Indian                | 20            | 7             | 3             | 30    | 1.02%            | 1.50%               | -0.48%     |
| Asian or Asian British: Pakistani             | 24            | 8             | 5             | 37    | 1.26%            | 1.60%               | -0.34%     |
| Black or Black British: African               | 108           | 33            | 15            | 156   | 5.30%            | 2.80%               | 2.50%      |
| Black or Black British: Any other background  | 29            | 11            | 3             | 43    | 1.46%            | 1.60%               | -0.14%     |
| Black or Black British: Caribbean             | 71            | 36            | 13            | 120   | 4.07%            | 1.60%               | 2.47%      |
| Mixed: Any other background                   | 26            | 23            | 5             | 54    | 1.83%            | 3.60%               | 3.12%      |
| Mixed: White and Asian                        | 7             | 9             | 2             | 18    | 0.61%            |                     |            |
| Mixed: White and Black African                | 18            | 4             | 3             | 25    | 0.85%            |                     |            |
| Mixed: White and Black Caribbean              | 47            | 43            | 11            | 101   | 3.43%            |                     |            |
| White: Any other background                   | 147           | 75            | 28            | 250   | 8.49%            | 5.20%               | 3.29%      |
| White: British                                | 1143          | 707           | 172           | 2022  | 68.64%           | 77.90%              | -9.26%     |
| White: Irish                                  | 19            | 8             | 5             | 32    | 1.09%            | 0.90%               | 0.19%      |
| Total   | 1698          | 976           | 272           | 2946  | 47.44%           |                     |            |
| Not Given                                     | 1902          | 1042          | 320           | 3264  | 52.56%           |                     |            |
| All applications (inc not given) outcome %    | <b>57.97%</b> | <b>32.50%</b> | <b>9.53%</b>  |       |                  |                     |            |
| Total Black and minority ethnic groups        | 389           | 186           | 67            | 642   | <b>21.79%</b>    |                     |            |
| Total White                                   | 1309          | 790           | 205           | 2304  | <b>78.21%</b>    |                     |            |
| Black and minority ethnic groups % of outcome | <b>60.59%</b> | <b>28.97%</b> | <b>10.44%</b> |       |                  |                     |            |
| White % of outcome                            | <b>56.81%</b> | <b>34.29%</b> | <b>8.90%</b>  |       |                  |                     |            |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Age                            | <input type="checkbox"/> Disability          | <input type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race     |
| <input type="checkbox"/> Religion or Belief                        | <input checked="" type="checkbox"/> Sex      | <input type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation. Information around, disability, sexual orientation, pregnancy and maternity, gender reassignment and religious/belief is not directly collected by the service.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

A public budget consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

**GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

Because the underlying reasons for the Council’s budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people’s needs will still be met by other / external provision if we reduce or decommission our existing services.

Where budget proposals are likely to impact on our workforce, we will follow the ‘Management of Change’ guidance for internal consultation and seek advice from diversity consultants in the Equality and Inclusion Team to mitigate risks of discrimination. For proposals which are likely to impact external workforce teams e.g. in commissioned services, we will consider any likely disproportionate impacts of TUPE transfer arrangements etc.

Where proposals relate to changing work locations or conditions, we will also consider the impact on those who may be more reliant on car parking or public transport; provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; and promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities and those from faith groups etc.

As there is evidence showing that lack of equity in funding and procurement has eroded the local voluntary and community sector, we need to consider the extent to which any proposed reductions in budgets for commissioned services, or proposals to increase income (e.g. by reducing subsidies or charging more commercial rates for premises and services) may have a disproportionate impact on smaller organisations which are led by and/or support local equalities communities.

We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics, which we have taken into account in making this budget proposal (detailed below).

**PROTECTED CHARACTERISTICS**

|                          |  |
|--------------------------|--|
| <b>Age: Young People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <ul style="list-style-type: none"><li>• Young people are overrepresented based on the percentage of successful LCPF applications therefore any potential reduction in successful applications within the earmarked fund may have a greater impact in this area.</li><li>• Young people are often under-represented in engagement and consultation and in Bristol are less satisfied than average with the way the council runs things.</li><li>• Children and young people in Bristol are considerably more ethnically diverse than the overall population of Bristol.</li></ul> |

|                          |   |
|--------------------------|---|
|                          | <ul style="list-style-type: none"> <li>• Children and young people from the most deprived areas of Bristol have the poorest outcomes in health and education in terms of health, education and future employment etc.</li> <li>• Young people in Bristol are more likely to: <ul style="list-style-type: none"> <li>○ have poor emotional health and wellbeing</li> <li>○ find inaccessible public transport prevents them from leaving their home when they want to</li> <li>○ 6.8% of 16-17 year olds (2020/21) were “not in education, employment or training” (NEET)</li> </ul> </li> <li>• Young adults are most likely to have lost work or seen their income drop because of COVID-19</li> </ul>   |
| Mitigations:             | See general comments above  |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Older people are underrepresented based on the percentage of successful LCPF applications (4%) therefore any potential reduction in successful applications within the earmarked fund would have a lesser impact in this area.</li> <li>• Older people in Bristol are: <ul style="list-style-type: none"> <li>○ Less likely to be comfortable using digital services</li> <li>○ more reliant on public and community transport</li> <li>○ more likely to be an unpaid carer</li> <li>○ more likely to help out or volunteer in their community</li> <li>○ less likely to have formal qualifications</li> </ul> </li> <li>• Bristol Ageing Better says at least 11,000 older people are experiencing isolation in the city.</li> <li>• We must factor aging and the needs of older people into long term budgeting and service design</li> </ul>  |
| Mitigations:             | See general comments above  |
| <b>Disability</b>        | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:       | <ul style="list-style-type: none"> <li>• Data is not held specifically around disability, but based on previous data matching exercises with Housing Benefit/Council Tax Reduction data, there is an overrepresentation based on the percentage of successful LCPF applications therefore any potential reduction in successful applications within the earmarked fund may have a greater impact in this area.</li> <li>• Bristol’s population are disabled. There are more disabled women than men living in Bristol.</li> <li>• The UK Disability pay gap is 20% (2020)</li> <li>• There is a disproportionate impact of COVID-19 on disabled people <a href="https://www.gov.uk/government/news/the-lived-experience-of-disabled-people-during-the-covid-19-pandemic">The lived experience of disabled people during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a></li> <li>• Disabled people are less likely to be employed in a managerial or professional occupation</li> <li>• 22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population, and are more likely to work part time.</li> <li>• Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>• Disabled people on average have lower qualification levels than the population as a whole.</li> <li>• A higher proportion of disabled people rent from a social provider (local authority or housing association)</li> <li>• Disabled people have lower car ownership levels</li> <li>• Disabled people experience higher rates of hate crime and domestic abuse compared to the general population</li> <li>• Disabled people should be empowered to make independent living choices and have a say in access to service provision.</li> </ul> |

|                           |   |
|---------------------------|---|
|                           | <ul style="list-style-type: none"> <li>• Budget setting needs to provide sufficient resource and flexibility to meet our legal duty to make anticipatory and responsive reasonable adjustments for disabled people including:</li> <li>• changing the way things are done e.g. opening / working times;</li> <li>• changes to overcome barriers created by the physical features of premises.</li> <li>• providing auxiliary aids e.g. extra equipment or a different or additional service.</li> <li>• is 'anticipatory' so we must think in advance and ongoing about what disabled people might reasonably need.</li> <li>• Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> </ul>  |
| Mitigations:              | See general comments above  |
| <b>Sex</b>                | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:        | <ul style="list-style-type: none"> <li>• Females are overrepresented based on the percentage of successful LCPF applications (64%) as well as Lone Parents who are predominately females (36%) therefore any potential reduction in successful applications within the earmarked fund may have a greater impact in this area.</li> <li>• Nationally the gender pay gap was 15.5% in 2020. This shows the relative pay gap between female and male employees and how the balance of pay is distributed in an organisation irrespective of equal pay for job roles.</li> <li>• Women still bear the majority of caring responsibilities for both children and older relatives.</li> <li>• Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership.</li> <li>• Services and workplace requirements may not take into consideration the impact of women's reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.</li> <li>• Young women between the ages of 16 and 24 have higher risk of common mental health problems and higher rates of self-harm and post-traumatic stress disorder etc.</li> <li>• Bristol female preventable mortality rates are significantly higher than the England rates</li> <li>• Nationally 27% of women experience domestic abuse in their lifetimes. The rate of recorded domestic abuse incidents in Bristol has shown a significant rise over the last two years and 74% of victims were female.</li> <li>• Men and boy's health is in general poorer than that of women and girl's</li> <li>• Male life expectancy at birth in Bristol is around four years less than for females.</li> <li>• On average men in Bristol live 18 years in poor health, women live 22 years in poor health</li> <li>• A higher proportion of boys have physical impairments and more boys than girls have diagnosed mental health disorders and learning difficulties.</li> <li>• Men in Bristol are more likely than women to have unhealthy lifestyle behaviours including being overweight and obese, smoking, alcohol and substance misuse</li> <li>• There are differences between men and women in health practices and the way they use health services</li> <li>• Men are three times more likely than women to take their own lives.</li> </ul> |
| Mitigations:              | See general comments above  |
| <b>Sexual orientation</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:        | <p>Data is not held specifically around sexual orientation however the following are considered:</p> <ul style="list-style-type: none"> <li>• Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse</li> <li>• 1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT.</li> </ul>   |

|                              |   |
|------------------------------|---|
|                              | <ul style="list-style-type: none"> <li>• More than a third of LGBT staff have hidden or disguised that they're LGBT at work in the last year because they were afraid of discrimination.</li> <li>• 1 in 10 Black, Asian and Minority Ethnic LGBT staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBT staff</li> <li>• One in four lesbian and bisexual women have experienced domestic abuse in a relationship, one third of them were abused by a man. Almost half of all gay and bisexual men have experienced at least one incident of domestic abuse from either a family member or a partner since the age of 16.</li> <li>• Research shows LGBT people face widespread discrimination in healthcare settings and one in seven LGBT people avoid seeking healthcare for fear of discrimination from staff</li> <li>• The Stonewall <a href="#">LGBT in Britain - Health Report</a> shows LGBT people are at greater risk of marginalisation during health crises, and those with multiple marginalised identities can struggle even more. In communications we should signpost and refer where possible to mutual aid and community support networks<sup>2</sup>.</li> <li>• Research has shown that LGBT people are more likely to be living with long-term health conditions, are more likely to smoke, and have higher rates of drug and alcohol use.</li> <li>• Half of LGBT people experienced depression in the last year</li> <li>• 14% of LGBT people have avoided treatment for fear of discrimination because they are LGBT.</li> </ul> |
| <b>Mitigations:</b>          | See general comments above  |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| <b>Potential impacts:</b>    | <p>Data is not held specifically around pregnancy / maternity however the following are considered:</p> <ul style="list-style-type: none"> <li>• The Equality Act 2010 applies to those who are pregnant or have given birth in the past 26 weeks, as well as making provisions to protect the rights of breastfeeding mothers.</li> <li>• Around 80% of women will give birth and many women will also experience termination, miscarriage and stillbirth</li> <li>• In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes)</li> <li>• Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements</li> <li>• Black, Asian and Minority Ethnic women more likely to experience complications at birth</li> </ul>  |
| <b>Mitigations:</b>          | See general comments above  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| <b>Potential impacts:</b>    | <ul style="list-style-type: none"> <li>• As sexual orientation above Transgender people are statistically more vulnerable to verbal and physical abuse. Transgender people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.</li> <li>• 1 in 8 Trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were Trans</li> </ul>   |
| <b>Mitigations:</b>          | See general comments above  |
| <b>Race</b>                  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| <b>Potential impacts:</b>    | <ul style="list-style-type: none"> <li>• Black, Asian and minority ethnic people are overrepresented based on the percentage of successful LCPF applications therefore any potential reduction in successful applications within the earmarked fund may have a greater impact in this area.</li> </ul>  |

|                           |  |
|---------------------------|--|
|                           | <ul style="list-style-type: none"> <li>• Black, Asian and minority ethnic people are disproportionately impacted by COVID-19</li> <li>• Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people<sup>2</sup>.</li> <li>• In the last census (2011) 16% of the population belonged to a Black, Asian or minority ethnic group and this is likely to be higher now.</li> <li>• The top three countries of birth outside UK for Bristol residents are Poland, Somalia and India.</li> <li>• Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people.</li> <li>• Bangladeshi, Pakistani, and Black ethnic groups are more likely to live in deprived neighbourhoods; and the same groups and Chinese ethnicities are about twice as likely to live on a low income and experience child poverty compared to White groups</li> <li>• Black, Asian and minority ethnic households are less likely to own their home and more likely to living in overcrowded housing and intergenerational households. Bangladeshi and Pakistani groups are more likely to live in multi-family households.</li> <li>• Black people in the UK are less likely to hold a driving licence and more likely to rely on public transport.</li> <li>• Black Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they want to</li> <li>• Black African young people are disadvantaged in education compared to their White peers<sup>8</sup>. A disproportionately high percentage of Bristol school pupils from Black, Asian and minority ethnic backgrounds are excluded from school and In Bristol pupils with the lowest 'Attainment 8' scores are from Black ethnic background (highest from Chinese ethnic background.)</li> <li>• Organisations may lack cultural competence because Black, Asian and minority staff are under- represented.</li> <li>• People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.</li> <li>• Black Asian and minority ethnic groups are more likely to be self-employed than the Bristol average and over-represented in low income self-employment including taxis, takeaway restaurants</li> <li>• Black Asian and minority ethnic people are underrepresented in political and civic leadership.</li> <li>• People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul> |
| Mitigations:              | See general comments above   |
| <b>Religion or Belief</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:        | <p>Data is not held specifically around religion or beliefs however the following are considered:</p> <ul style="list-style-type: none"> <li>• There are at least 45 religions represented in Bristol. Approximately 1 in 20 people in Bristol are Muslims, and Islam is the second religion in Bristol after Christianity</li> <li>• Budget proposals should take into account differing needs because of people's religion and belief (for example different requirements around diet, life events, and holidays)</li> <li>• Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required.</li> </ul>  |
| Mitigations:              | See general comments above   |

<sup>2</sup> CoDE Briefing Bristol v2.pdf (runnymedetrust.org)

|  |  |
|--|--|
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   |  |
| Mitigations:   |  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |  |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:   | <ul style="list-style-type: none"> <li>Those households from lower socio-economic areas are overrepresented based on the percentage of successful LCPF applications therefore any potential reduction in successful applications within the earmarked fund may have a greater impact in this area.</li> <li>Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (<u>BEIS, 2020</u>)</li> <li>4.2% of households have experienced moderate to severe food insecurity, rising to 13% in the most deprived areas of the city (QoL 2020-21)</li> <li>25% of people in Bristol are dissatisfied with the way the Council runs things, but this is 43% for people living in the most deprived areas of the city (QoL 2020-21).</li> <li>The inequalities gap in life expectancy between the most and least deprived areas in Bristol is 9.6 years for men and 7.2 years for women.</li> </ul> |
| Mitigations:   | See general comments above   |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:   | <p>Data is not held specifically around carers however the following are considered:</p> <ul style="list-style-type: none"> <li>Being a carer can be a huge barrier to accessing services and maintaining employment</li> <li>We need to consider the timing/availability of services, events etc. to allow flexibility for carers.</li> <li>As with Disability and Pregnancy and Maternity – policies which aim to restrict driving or parking can have a disproportionate impact on people who are reliant on having their own transport.</li> <li>Studies show around 65% of adults have provided unpaid care for a loved one.</li> <li>Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> <li>Young carers are often hidden and may not recognise themselves as carers_</li> </ul>   |
| Mitigations:   | See general comments above   |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |  |
| Potential impacts:   |  |
| Mitigations:   |  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't



People from equalities communities are more likely to be socio-economically disadvantaged and in need of this fund. Young single people, often with (mental health) disabilities, in particular benefit from an emergency payment grant.

Where as females with (large) families and disproportionately with disabilities and Black, Asian and minority ethnic people benefit from household goods awards. This is also true of households leaving care and trying to sustain a tenancy.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

- Increased awareness of other support routes, both practical and financial, including those in voluntary/third sector.
- Better targeting of awards and wrap around service to enable better and longer term support.

#### Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

The proposal aims to advance equality of opportunity.

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required                        | Responsible Officer | Timescale               |
|--|---------------------|-------------------------|
| Additions to LCPF monitoring forms and reporting     | Matthew Kendall     | October 2022            |
| Continued monitoring of LCPF applications and awards | Matthew Kendall     | April 2022 – March 2023 |

### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Measure where any potential impact could be measured as below;

- Applications to LCPF and % Tenancy type
- Additional refusals of Emergency Payments and/or Household Goods
- Additional awards of Emergency Payments and/or Household Goods
- Additional calls/visits to the Benefits Service or Customer service points
- Increase movement from Emergency/Temporary Accommodation (which involves unfurnished tenancies)

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities

impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>3</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br><i>Denise Murray: Service Director - Finance</i> |
| Date: 23/12/2021   | Date: 29/12/2021  |

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<sup>3</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



|  |  |
|--|--|
| Title: Budget Proposal - Review Insurance Administration Charges |  |
| <input checked="" type="checkbox"/> Budget Proposal R12          | <input checked="" type="checkbox"/> Changing |
| Directorate: Resources   | Lead Officer name: Michael Pilcher           |
| Service Area: Finance  | Lead Officer role: Chief Accountant          |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget next year. With this challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

This proposal will implement new charging arrangements and processes for work carried out by the insurance and claims team. The team manage claims on behalf of Bristol City Council, Bristol's subsidiaries and ex-Avon County Council and have agreements in place which facilitate a charging framework.

New arrangements will seek to remove subsidies and in line with the agreements, apply an appropriate charge for work undertaken but not yet charged and on an annual basis future time / consultancy charges as lead authority.

## 1.2 Who will the proposal have the potential to affect?

|   |   |  |
|---|---|--|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users  | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |   |  |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

No impact identified. The approach reflects agreements already in place for commissioned services. In removing administrative subsidies that have developed over time requires more comprehensive monitoring of time and resources actually expended and timely raising of invoices to charge for work undertaken.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Denise Murray: Service Director - Finance |
| Date: 22/12/2021   | Date: 22/12/21   |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



|   |  |
|---|--|
| Title: Budget Proposal Review Insurance Provision       |  |
| <input checked="" type="checkbox"/> Budget Proposal R13 | <input checked="" type="checkbox"/> Changing |
| Directorate: Resources                                  | Lead Officer name: Michael Pilcher           |
| Service Area: Finance                                   | Lead Officer role: Chief Accountant          |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget next year. With this challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal** will implement processes for work carried out by the insurance and claims team. The team manage claims on behalf of Bristol City Council, Bristol’s subsidiaries and ex-Avon County Council.

Process improvements already implemented will reduce the level of insurance provision required by improving the time taken to process claims and undertaking a review of historic claims data to cleanse the information used to calculate the future provision earmarked (as agreed with the Councils Actuary) for the settlement of claims.

### 1.2 Who will the proposal have the potential to affect?

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce   | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services            | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments: None – internal process improvements |  |  |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If ‘Yes’ complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

Many of the process improvements have already been implemented, the final review and agreement with the Actuary will determine the value of funds currently held that can be released and as such has no impact on people.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|  |  |
|--|--|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>Denise Murray: Service Director - Finance |
| Date: 22/12/2021   | Date: 22/12/21   |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |  |
|--|--|
| Title: Budget Proposal Treasury Management and legacy Pension Fund savings |  |
| <input checked="" type="checkbox"/> Budget Proposal                        | <input checked="" type="checkbox"/> Changing |
| Directorate: Resources   | Lead Officer name: Michael Pilcher           |
| Service Area: Finance  | Lead Officer role: Chief Accountant          |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

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The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

Where Local Authorities hold treasury management investments, the contribution that these investments make to the objectives of the Council is to support effective treasury management activities and priority must be given to Security, Liquidity and Yield in that order of importance. Therefore, provided these principle objectives have been satisfied with advice from the Councils Treasury advisors the Council will seek to increase returns on treasury balances by also using overseas counter parties. They may offer preferential rates, slightly higher risk Money Market Funds, longer term deposits and where appropriate in a timely manner explore refinancing options and increasing returns by circa £20,000 per year (recurrent).

In addition to the above the Council retains a corporate budget for “unfunded pensions” related to historic strain of pension fund payments for individuals (the strategy is to now pay all pension strain upfront). As the number of individuals this fund relates to decreases over time the associated annual budget can be periodically reduced. Based on recent years trends the forecast is that the budget can be reduced by £200,000 in 2022/23 and £300,000 in 2023/24.

No change is required to the Council’s Treasury Management Strategy.

### 1.2 Who will the proposal have the potential to affect?

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments: None – process efficiencies        |  |  |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If ‘Yes’ complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

No - Improved processes and release of funds that via natural trends will be surplus to requirements. We do not foresee there will be an equality impact by improving our processes to release funds via natural trends.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|   |  |
|---|--|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by the Equality and Inclusion Team | <b>Director Sign-Off:</b><br>Denise Murray: Service Director - Finance |
| Date: 22/12/2021  | Date: 22/12/21   |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.





# Equality Impact Assessment [version 2.9]



|   |  |
|---|--|
| Title: Budget Proposal – Internal Audit Income Generation |  |
| <input checked="" type="checkbox"/> Budget Proposal       | <input checked="" type="checkbox"/> Changing |
| Directorate: Resources                                    | Lead Officer name: Simba Muzarurwi           |
| Service Area: Finance – Internal Audit                    | Lead Officer role: Chief Internal Auditor    |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget next year. With this challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

#### This proposal:

We will increase income generated to the Internal Audit Service by £20,000 annually primarily through audits of external grants or fraud work and audit provision to Academy schools and Bristol City Council companies. This will

be achieved by increasing the amount of chargeable external audit and fraud work we undertake and adopting commercial approaches that ensure that we charge external clients competitive market rates.

## 1.2 Who will the proposal have the potential to affect?

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce   | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services  | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments: None as the proposal does not have implications for the organisation, service users and wider community. |  |  |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

The proposal is about how we will charge for services delivered to external audit clients and this does not include changes to either the services provided nor the service delivery model. In addition, there are no staff and service user implications arising from this proposal. We do not foresee their will be an impact on equality groups.

|   |  |
|---|--|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by the Equality and Inclusion Team | <b>Director Sign-Off:</b><br>Denise Murray: Service Director - Finance |
| Date: 22/12/2021  | Date: 22/12/21   |

# Equality Impact Assessment [version 2.9]



|   |   |
|---|---|
| Title: Budget Proposal - Review Private Finance Initiative (PFI) Management Charges |   |
| <input checked="" type="checkbox"/> Budget Proposal                                 | <input checked="" type="checkbox"/> Changing            |
| Directorate: Resources  | Lead Officer name: Lee Hannan                           |
| Service Area: Finance   | Lead Officer role: Strategic Supplier Relations Manager |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget next year. With this challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

With the length and scope of PFI contracts, change is inevitable and as such effective management is required to make sure the contract is working at optimum and delivering value for money and the PFI agreements facilitate a recharge for reasonable management costs.

In reducing the liabilities, the Council's PFI resource and activities has been increased, in terms of management and oversight of the PFI group contracts over the last 12 months. This includes monitoring service levels against the agreed output specification, using the tools within the contract to drive financial and operational efficiency for the operational service users, in-house monitoring / auditing of soft services provided under the contract, governance and oversight.

This proposal will seek to ensure the charging arrangements for the PFI group of contracts reflect total costs (currently estimated to be +£25, 000) and continue to deliver optimum efficiencies and contract savings. As such this is intended to be self-funded from the benefits actually realised from this activity.

## 1.2 Who will the proposal have the potential to affect?

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |  |  |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

None - the Management fee will be self-funded by the deduction from the benefits realised from the contracts prior to wider distribution of savings to the contract beneficiaries. We do not believe there will be an equality impact because of this.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|   |  |
|---|--|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by the Equality and Inclusion Team | <b>Director Sign-Off:</b><br>Denise Murray: Service Director - Finance |
| Date: 22/12/2021  | Date: 22/12/21   |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |   |
|---|---|
| Title: Budget Proposal Static Debt Management & Duplicate Payment |   |
| <input checked="" type="checkbox"/> Budget Proposal               | <input checked="" type="checkbox"/> Changing  |
| Directorate: Resources  | Lead Officer name: Kevin Smith                |
| Service Area: Finance   | Lead Officer role: Revenues Operation Manager |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget next year. With this challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

This proposal will implement enhanced processes for more effectively tackling static and written off debt. Re-working individual cases using a combination of tracing (e.g. gone away, not known at address),

recovery and other techniques to collect debt that would otherwise remain unproductive, identifying invoices that have been submitted for payment, that match invoices submitted and paid previously. Risk score each invoice to allow our finance teams to investigate the potential duplication and where appropriate take action accordingly to recover the payments.

These are enhanced process improvements – attributed to charges previously made, invoiced for goods and services and have gone through standard processes.

### 1.2 Who will the proposal have the potential to affect?

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |  |  |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

These are enhanced process improvements – attributed to charges previously made, invoiced for goods and services. There are standard processes improvements and as such do not have a negative or positive equality impact. Therefore, we do not envisage there will be an equality impact on staff or services users.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

|   |  |
|---|--|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by the Equality and Inclusion Team | <b>Director Sign-Off:</b><br>Denise Murray: Service Director - Finance |
| Date: 22/12/2021  | Date: 22/12/21   |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |   |
|---|---|
| Title: Reduce spend on learning and development     |   |
| <input checked="" type="checkbox"/> Budget Proposal | <input checked="" type="checkbox"/> Changing                                      |
| Directorate: Resources                              | Lead Officer name: Steph Griffin  |
| Service Area: Learning and Development              | Lead Officer role: Head of Internal Communications and Organisational Development |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a large potential gap in our core budget next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

#### This proposal:



This proposal reduces our discretionary spend on learning and development by 5%. This will be done by making best use of the apprenticeship levy and by prioritising funding for statutory or mandatory training and for learning and development that is in direct support of organisational priorities – such as equality and inclusion, leadership development, health and wellbeing and performance and talent development.

## 1.2 Who will the proposal have the potential to affect?

|  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services                     | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:   |  |  |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

|  |
|--|
|  |
|--|

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| Data / Evidence Source<br>[Include a reference where known]  | Summary of what this tells us  |
|--|--|
| <p data-bbox="108 210 691 277"><a href="#">HR Analytics: Power BI reports (sharepoint.com)</a><br/>[internal link only]</p> <p data-bbox="108 315 775 421"><a href="#">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB)</a> Appendix – Workforce Diversity Data – summary analysis</p> | <p data-bbox="805 210 1474 528">The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).</p> <p data-bbox="805 566 1474 779"><b>Age</b> - Younger staff are significantly under-represented within our workforce and the council has a much older age profile compared to population . In BCC there are 12.7% of staff aged 16–29, compared with 39% in Bristol Working Age Population, and 42.6% are over 50.</p> <p data-bbox="805 817 1474 963"><b>Disability</b> - We have an underrepresentation of disabled staff in the council, this is 9% compared to the population of Bristol, which is 12% (Bristol Working Age Population).</p> <p data-bbox="805 1001 1474 1319"><b>Ethnicity</b> - We have an underrepresentation of Black, Asian and Minority Ethnic staff within the organisation (Asian or Asian British 2.6%, Black or Black British 5.1%, Mixed 3.5%, Other Ethnic Groups 0.5%), compared to the Working Age Population of Bristol (Asian or Asian British 5.8%, Black or Black British 5.3%, Mixed 2.9%, Other Ethnic Groups 1%). There is a higher representation of Black, Asian and Minority Ethnic staff in lower pay-brackets within the council</p> <p data-bbox="805 1357 1474 1462"><b>Sex</b> - Women are over-represented as staff (BCC 60.4%), compared to the population of 49% (Bristol Working Age).</p> <p data-bbox="805 1500 1474 1606"><b>Religion/Belief</b> - Data shows that 33.2% of our workforce has a religion/belief (Bristol Working Age Population 51%).</p> <p data-bbox="805 1644 1474 1749"><b>Sexual Orientation</b> -. Data shows that 5.6% of our workforce are LGB (Bristol Working Age Population 9.1%), however we do not have data for 22% of staff.</p> <p data-bbox="805 1787 1474 1966"><b>Marital Status</b> – Data shows that 9.3% of our workforce are Married, in a Declared Partnership or Civil Partnership. However we do not have this data for 79% of staff. There is no Bristol Economically Active comparator for Marital Status from the 2010 Census.</p> |

|  |  |
|--|--|
|  | <p><b>Pregnancy/Maternity</b> – There currently 2.5% of the workforce who are pregnant or on maternity.</p> <p><b>Trans</b> - We have significantly low declaration rates and therefore the accuracy of this data is unreliable. Data shows that 0.1% of our workforce are Trans. There is no Bristol Economically Active comparator</p> <p><b>Socio-Economic (deprivation)</b> – 5.1% of the workforce live within Bristol most deprived areas.</p> |
|--|--|

**Additional comments:**  
 Learning and development is one of the ways we are seeking to improve our equality and inclusion practice and overcome disparity. This proposal will protect all equality and inclusion training and development activities in our workforce strategy and Equalities action plan so we can continue this work. However there is likely to be some impact on those with protected characteristics with a reduction in discretionary spend on core skills training or continuous professional development.

**2.2 Do you currently monitor relevant activity by the following protected characteristics?**

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

**2.3 Are there any gaps in the evidence base?**

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation. We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

With the HR dashboard improvements due next year we should be able to have more accurate demographic reporting on access to learning and development as a comparator to the overall workforce data.

**2.4 How have you involved communities and groups that could be affected?**

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

We have had an open dialogue with the workforce whilst the public budget consultation was live. This included a feedback form for staff ideas engagement with trade unions and staff led groups and drop in discussion sessions with the chief executive.

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

We will continue our regular dialogue with our trade union learning reps and staff led groups as this proposal is developed so that we continue to assess and mitigate the impact on those from equality groups.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### **GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

Because the underlying reasons for the Council's budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people's needs will still be met by other / external provision if we reduce or decommission our existing services.

Where budget proposals are likely to impact on our workforce we will follow the 'Management of Change' guidance for internal consultation and seek advice from diversity consultants in the Equality and Inclusion Team to mitigate risks of discrimination. For proposals which are likely to impact external workforce teams e.g. in commissioned services, we will consider any likely disproportionate impacts of TUPE transfer arrangements etc.

Where proposals relate to changing work locations or conditions we will also consider the impact on those who may be more reliant on car parking or public transport; provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; and promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities and those from faith groups etc.

As there is evidence showing that lack of equity in funding and procurement has eroded the local voluntary and community sector, we need to consider the extent to which any proposed reductions in budgets for commissioned services, or proposals to increase income (e.g. by reducing subsidies or charging more commercial rates for premises and services) may have a disproportionate impact on smaller organisations which are led by and/or support local equalities communities.

We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics, which we have taken into account in making this budget proposal (detailed below).

For this proposal:

We will mitigate the impact of this budget reduction by continuing the in-house provision of equality and inclusion learning and development. This includes interactive workshops on Inclusive Leadership, Rights and Responsibilities; cultural intelligence; Team Leader Development programme, the Corporate Induction will continue to have dedicated sessions focusing on equality and inclusion. The e-learning platform will be unaffected. We will continue to fund council staff on the Stepping Up programme and our own Diverse Voices development programme. In addition 70% of workforce learning is on the job and therefore unaffected by this proposal.

As part of the scrutiny of learning and development plans as part of the service planning cycle, the learning and development team will ensure that there is no disproportionate impact on any equality group from the decisions made on which training and development to fund. They will also ensure funding is prioritised for actions in the service's Equality and Inclusion action plan that requires learning and development.

We will target learning and development communications to those with protected characteristics to boost participation levels in open courses.

We will evaluate our learning and development courses against a framework, this includes HR data on participants' protected characteristics and will give us a measure of the take up of the courses and any gaps.

| <b>PROTECTED CHARACTERISTICS</b> |   |
|----------------------------------|---|
| <b>Age: Young People</b>         | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:               | <ul style="list-style-type: none"> <li>• Young people are often under-represented in engagement and consultation and in Bristol are less satisfied than average with the way the council runs things.</li> <li>• Young people in Bristol are more likely to: <ul style="list-style-type: none"> <li>○ have poor emotional health and wellbeing</li> <li>○ find inaccessible public transport prevents them from leaving their home when they want to</li> <li>○ 6.8% of 16-17 year olds (2020/21) were “not in education, employment or training” (NEET)</li> </ul> </li> <li>• Young adults are most likely to have lost work or seen their income drop because of COVID-19</li> <li>•</li> </ul>  |
| Mitigations:                     | See mitigation comments above   |
| <b>Age: Older People</b>         | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:               | <ul style="list-style-type: none"> <li>• We must factor aging and the needs of older people into long term budgeting and service design</li> </ul>  |
| Mitigations:                     | See mitigation comments above   |
| <b>Disability</b>                | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:               | <ul style="list-style-type: none"> <li>• The UK Disability pay gap is 20% (2020)</li> <li>• There is a disproportionate impact of COVID-19 on disabled people <u>The lived experience of disabled people during the COVID-19 pandemic - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>)</u></li> <li>• Disabled people are less likely to be employed in a managerial or professional occupation</li> <li>• 22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population and are more likely to work part time.</li> <li>• Disabled people on average have lower qualification levels than the population as a whole.</li> <li>• Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> <li>•</li> </ul> |
| Mitigations:                     | See mitigation comments above   |
| <b>Sex</b>                       | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:               | <ul style="list-style-type: none"> <li>• Nationally the gender pay gap was 15.5% in 2020. This shows the relative pay gap between female and male employees and how the balance of pay is distributed in an organisation irrespective of equal pay for job roles.</li> <li>• Women still bear the majority of caring responsibilities for both children and older relatives.</li> <li>• Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership.</li> <li>• Services and workplace requirements may not take into consideration the impact of women’s reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.</li> <li>•</li> </ul>  |
| Mitigations:                     | See mitigation comments above   |
| <b>Sexual orientation</b>        | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:               | <ul style="list-style-type: none"> <li>• Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse</li> </ul>   |

|                              |  |
|------------------------------|--|
|                              | <ul style="list-style-type: none"> <li>• 1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT.</li> <li>• More than a third of LGBT staff have hidden or disguised that they're LGBT at work in the last year because they were afraid of discrimination.</li> <li>• 1 in 10 Black, Asian and Minority Ethnic LGBT staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBT staff</li> <li>•</li> </ul>   |
| Mitigations:                 | See mitigation comments above  |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes)</li> <li>•</li> </ul>   |
| Mitigations:                 | See mitigation comments above  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• As sexual orientation above Transgender people are statistically more vulnerable to verbal and physical abuse. Transgender people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.</li> <li>• 1 in 8 Trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were Trans</li> </ul>  |
| Mitigations:                 | See mitigation comments above  |
| <b>Race</b>                  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• Black, Asian and minority ethnic people are disproportionately impacted by COVID-19</li> <li>• The top three countries of birth outside UK for Bristol residents are Poland, Somalia and India.</li> <li>• Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people.</li> <li>• Black African young people are disadvantaged in education compared to their White peers<sup>8</sup>. A disproportionately high percentage of Bristol school pupils from Black, Asian and minority ethnic backgrounds are excluded from school and In Bristol pupils with the lowest 'Attainment 8' scores are from Black ethnic background (highest from Chinese ethnic background.)</li> <li>• Organisations may lack cultural competence because Black, Asian and minority staff are under- represented.</li> <li>• People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.</li> <li>• Black Asian and minority ethnic groups are more likely to be self-employed than the Bristol average and over-represented in low income self-employment including taxis, takeaway restaurants</li> <li>• Black Asian and minority ethnic people are underrepresented in political and civic leadership.</li> <li>• People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> <li>•</li> </ul> |
| Mitigations:                 | See mitigation comments above  |
| <b>Religion or Belief</b>    | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:           | <ul style="list-style-type: none"> <li>• There are at least 45 religions represented in Bristol. Approximately 1 in 20 people in Bristol are Muslims, and Islam is the second religion in Bristol after Christianity</li> </ul>  |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>Budget proposals should take into account differing needs because of people's religion and belief (for example different requirements around diet, life events, and holidays)</li> <li>Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required.</li> </ul>  |
| Mitigations:   | See mitigation comments above   |
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   | See mitigation comments above   |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |   |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | <ul style="list-style-type: none"> <li>Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (BEIS, 2020)</li> <li>4.2% of households have experienced moderate to severe food insecurity, rising to 13% in the most deprived areas of the city (QoL 2020-21)</li> <li>25% of people in Bristol are dissatisfied with the way the Council runs things, but this is 43% for people living in the most deprived areas of the city (QoL 2020-21).</li> <li>The inequalities gap in life expectancy between the most and least deprived areas in Bristol is 9.6 years for men and 7.2 years for women.</li> <li>This group might be impacted by a reduction in the availability of core skill training.</li> </ul> |
| Mitigations:   | See mitigation comments above   |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   | <ul style="list-style-type: none"> <li>Being a carer can be a huge barrier to accessing services and maintaining employment</li> <li>We need to consider the timing/availability of services, events etc. to allow flexibility for carers.</li> <li>As with Disability and Pregnancy and Maternity – policies which aim to restrict driving or parking can have a disproportionate impact on people who are reliant on having their own transport.</li> <li>Studies show around 65% of adults have provided unpaid care for a loved one.</li> <li>Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> <li>Young carers are often hidden and may not recognise themselves as carers_</li> </ul>   |
| Mitigations:   | See mitigation comments above   |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |   |
| Potential impacts:   |   |
| Mitigations:   |   |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:



- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

This proposal is unlikely to have any potential benefit other than to contribute to the council having a balanced budget

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

**Summary of significant negative impacts and how they can be mitigated or justified:**

Learning and development is one of the ways we are seeking to improve our equality and inclusion practice and overcome disparity. This proposal will protect all equality and inclusion training and development activities in our workforce strategy and Equalities action plan so we can continue this work. However there is likely to be some impact on those with protected characteristics with a reduction in discretionary spend on core skills training or continuous professional development. This proposal does not affect the use of the apprenticeship levy which remains a priority route for learning and career development.

We will mitigate the impact by continuing the in-house provision of equality and inclusion learning and development. This includes interactive workshops on Inclusive Leadership, Rights and Responsibilities; cultural intelligence; Team Leader Development programme, the Corporate Induction will continue to have dedicated sessions focusing on equality and inclusion. The e-learning platform will be unaffected. We will continue to fund council staff on the Stepping Up programme and our own Diverse Voices development programme. As part of the scrutiny of learning and development plans as part of the service planning cycle, the learning and development team will ensure that there is no disproportionate impact on any equality group from the decisions made on which training and development to fund. They will also ensure funding is prioritised for statutory, mandatory training as well as actions in the service's Equality and Inclusion action plan that requires learning and development.

**Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:**

None identified

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required  | Responsible Officer | Timescale  |
|--|---------------------|------------|
| Monitor the diversity data of uptake of learning activities  | Steph Griffin       | Sep 2022   |
| Ensure Learning and Development plans are reviewed for potential impact on equality groups, with mitigation action | Steph Griffin       | April 2022 |
|  |                     |            |

### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Diversity data on learning activity  
Staff feedback via annual staff survey

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>2</sup>.

|  |   |
|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br>John Walsh, Director: Workforce & Change |
| Date: 6/1/2022   | Date: 6 January 2022  |

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<sup>2</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



|   |   |
|---|---|
| Title: Budget Proposal – Modernise Trade Union Facility Time Arrangements |   |
| <input checked="" type="checkbox"/> Budget Proposal                       | <input checked="" type="checkbox"/> Changing      |
| Directorate: Resources  | Lead Officer name: John Walsh                     |
| Service Area: Workforce and Change  | Lead Officer role: Director of Workforce & Change |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

### This proposal:

The Council currently has a budget to fund trade union time spent on council-wide matters (such as negotiations on terms and conditions of employment, consultation on HR policies and major change across the organisation). When an employee is elected to a corporate trade union role, the budget is used to reimburse the service where they work for the time they spend on corporate trade union duties. The budget and internal agreement around corporate trade union duties have not been reviewed in many years.

This proposal removes £145k of the budget for corporate trade union duties, leaving £50k to cover the cost of employees who are elected to regional and national trade union roles, which the Council is required to do by the National Agreement on Pay and Conditions of Service for local government – known as “the Green Book”. If the proposal is agreed it will mean that from 1<sup>st</sup> April 2022 services will no longer be reimbursed for time spent by their staff on corporate trade union duties. To mitigate the effect of this it is proposed to update the internal agreement around corporate trade union duties.

It is important to state that the Council continues to support and promote trade union membership. This proposal will not in any way affect the statutory right of trade union and safety representatives to paid time off to carry out their duties in accordance with the ACAS code of practice.

### 1.2 Who will the proposal have the potential to affect?

|  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services                     | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:   |  |  |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If ‘Yes’ complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|   |                             |                 |
|---|-----------------------------|-----------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | [please select] |
|---|-----------------------------|-----------------|

## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| <b>Data / Evidence Source</b><br>[Include a reference where known]   | <b>Summary of what this tells us</b>  |                                |                             |                 |                |                 |            |         |   |      |       |         |   |      |       |         |   |       |       |         |    |       |       |      |   |      |      |                   |          |   |       |      |              |   |       |       |                                |   |      |      |                    |   |      |       |                  |                        |   |      |      |                        |   |      |      |       |   |      |      |                     |   |      |      |
|--|---|--------------------------------|-----------------------------|-----------------|----------------|-----------------|------------|---------|---|------|-------|---------|---|------|-------|---------|---|-------|-------|---------|----|-------|-------|------|---|------|------|-------------------|----------|---|-------|------|--------------|---|-------|-------|--------------------------------|---|------|------|--------------------|---|------|-------|------------------|------------------------|---|------|------|------------------------|---|------|------|-------|---|------|------|---------------------|---|------|------|
| <p><a href="#">HR Analytics: Power BI reports (sharepoint.com)</a> [internal link only]</p> <p><a href="#">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB)</a> Appendix – Workforce Diversity Data – summary analysis</p> | <p>14 Council employees currently have time off funded from the budget for corporate trade union duties. This equates to 5.25 full-time staff. An equalities analysis set out below:</p> <table border="1" data-bbox="528 584 1380 2047"> <thead> <tr> <th data-bbox="528 584 699 689">Sensitive Information Category</th> <th data-bbox="699 584 869 689">Sensitive Information Value</th> <th data-bbox="869 584 1040 689">Headcount</th> <th data-bbox="1040 584 1211 689">TU Headcount %</th> <th data-bbox="1211 584 1380 689">BCC Headcount %</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 689 699 1211" rowspan="5"><b>Age</b></td> <td data-bbox="699 689 869 795">16 - 29</td> <td data-bbox="869 689 1040 795">1</td> <td data-bbox="1040 689 1211 795">7.1%</td> <td data-bbox="1211 689 1380 795">12.3%</td> </tr> <tr> <td data-bbox="699 795 869 900">30 - 39</td> <td data-bbox="869 795 1040 900">1</td> <td data-bbox="1040 795 1211 900">7.1%</td> <td data-bbox="1211 795 1380 900">21.5%</td> </tr> <tr> <td data-bbox="699 900 869 1005">40 - 49</td> <td data-bbox="869 900 1040 1005">2</td> <td data-bbox="1040 900 1211 1005">14.3%</td> <td data-bbox="1211 900 1380 1005">23.6%</td> </tr> <tr> <td data-bbox="699 1005 869 1111">50 - 64</td> <td data-bbox="869 1005 1040 1111">10</td> <td data-bbox="1040 1005 1211 1111">71.4%</td> <td data-bbox="1211 1005 1380 1111">39.4%</td> </tr> <tr> <td data-bbox="699 1111 869 1211">65 +</td> <td data-bbox="869 1111 1040 1211">0</td> <td data-bbox="1040 1111 1211 1211">0.0%</td> <td data-bbox="1211 1111 1380 1211">3.2%</td> </tr> <tr> <td data-bbox="528 1211 699 1630" rowspan="4"><b>Disability</b></td> <td data-bbox="699 1211 869 1317">Disabled</td> <td data-bbox="869 1211 1040 1317">5</td> <td data-bbox="1040 1211 1211 1317">35.7%</td> <td data-bbox="1211 1211 1380 1317">9.0%</td> </tr> <tr> <td data-bbox="699 1317 869 1422">Not Disabled</td> <td data-bbox="869 1317 1040 1422">8</td> <td data-bbox="1040 1317 1211 1422">57.1%</td> <td data-bbox="1211 1317 1380 1422">74.4%</td> </tr> <tr> <td data-bbox="699 1422 869 1527">Prefer not to state Disability</td> <td data-bbox="869 1422 1040 1527">1</td> <td data-bbox="1040 1422 1211 1527">7.1%</td> <td data-bbox="1211 1422 1380 1527">3.3%</td> </tr> <tr> <td data-bbox="699 1527 869 1630">Unknown Disability</td> <td data-bbox="869 1527 1040 1630">0</td> <td data-bbox="1040 1527 1211 1630">0.0%</td> <td data-bbox="1211 1527 1380 1630">13.4%</td> </tr> <tr> <td data-bbox="528 1630 699 2047" rowspan="4"><b>Ethnicity</b></td> <td data-bbox="699 1630 869 1736">Asian or Asian British</td> <td data-bbox="869 1630 1040 1736">0</td> <td data-bbox="1040 1630 1211 1736">0.0%</td> <td data-bbox="1211 1630 1380 1736">2.6%</td> </tr> <tr> <td data-bbox="699 1736 869 1841">Black or Black British</td> <td data-bbox="869 1736 1040 1841">0</td> <td data-bbox="1040 1736 1211 1841">0.0%</td> <td data-bbox="1211 1736 1380 1841">5.2%</td> </tr> <tr> <td data-bbox="699 1841 869 1946">Mixed</td> <td data-bbox="869 1841 1040 1946">0</td> <td data-bbox="1040 1841 1211 1946">0.0%</td> <td data-bbox="1211 1841 1380 1946">3.4%</td> </tr> <tr> <td data-bbox="699 1946 869 2047">Other Ethnic Groups</td> <td data-bbox="869 1946 1040 2047">0</td> <td data-bbox="1040 1946 1211 2047">0.0%</td> <td data-bbox="1211 1946 1380 2047">0.4%</td> </tr> </tbody> </table> | Sensitive Information Category | Sensitive Information Value | Headcount       | TU Headcount % | BCC Headcount % | <b>Age</b> | 16 - 29 | 1 | 7.1% | 12.3% | 30 - 39 | 1 | 7.1% | 21.5% | 40 - 49 | 2 | 14.3% | 23.6% | 50 - 64 | 10 | 71.4% | 39.4% | 65 + | 0 | 0.0% | 3.2% | <b>Disability</b> | Disabled | 5 | 35.7% | 9.0% | Not Disabled | 8 | 57.1% | 74.4% | Prefer not to state Disability | 1 | 7.1% | 3.3% | Unknown Disability | 0 | 0.0% | 13.4% | <b>Ethnicity</b> | Asian or Asian British | 0 | 0.0% | 2.6% | Black or Black British | 0 | 0.0% | 5.2% | Mixed | 0 | 0.0% | 3.4% | Other Ethnic Groups | 0 | 0.0% | 0.4% |
| Sensitive Information Category   | Sensitive Information Value   | Headcount                      | TU Headcount %              | BCC Headcount % |                |                 |            |         |   |      |       |         |   |      |       |         |   |       |       |         |    |       |       |      |   |      |      |                   |          |   |       |      |              |   |       |       |                                |   |      |      |                    |   |      |       |                  |                        |   |      |      |                        |   |      |      |       |   |      |      |                     |   |      |      |
| <b>Age</b>   | 16 - 29   | 1                              | 7.1%                        | 12.3%           |                |                 |            |         |   |      |       |         |   |      |       |         |   |       |       |         |    |       |       |      |   |      |      |                   |          |   |       |      |              |   |       |       |                                |   |      |      |                    |   |      |       |                  |                        |   |      |      |                        |   |      |      |       |   |      |      |                     |   |      |      |
|  | 30 - 39   | 1                              | 7.1%                        | 21.5%           |                |                 |            |         |   |      |       |         |   |      |       |         |   |       |       |         |    |       |       |      |   |      |      |                   |          |   |       |      |              |   |       |       |                                |   |      |      |                    |   |      |       |                  |                        |   |      |      |                        |   |      |      |       |   |      |      |                     |   |      |      |
|  | 40 - 49   | 2                              | 14.3%                       | 23.6%           |                |                 |            |         |   |      |       |         |   |      |       |         |   |       |       |         |    |       |       |      |   |      |      |                   |          |   |       |      |              |   |       |       |                                |   |      |      |                    |   |      |       |                  |                        |   |      |      |                        |   |      |      |       |   |      |      |                     |   |      |      |
|  | 50 - 64   | 10                             | 71.4%                       | 39.4%           |                |                 |            |         |   |      |       |         |   |      |       |         |   |       |       |         |    |       |       |      |   |      |      |                   |          |   |       |      |              |   |       |       |                                |   |      |      |                    |   |      |       |                  |                        |   |      |      |                        |   |      |      |       |   |      |      |                     |   |      |      |
|  | 65 +  | 0                              | 0.0%                        | 3.2%            |                |                 |            |         |   |      |       |         |   |      |       |         |   |       |       |         |    |       |       |      |   |      |      |                   |          |   |       |      |              |   |       |       |                                |   |      |      |                    |   |      |       |                  |                        |   |      |      |                        |   |      |      |       |   |      |      |                     |   |      |      |
| <b>Disability</b>  | Disabled  | 5                              | 35.7%                       | 9.0%            |                |                 |            |         |   |      |       |         |   |      |       |         |   |       |       |         |    |       |       |      |   |      |      |                   |          |   |       |      |              |   |       |       |                                |   |      |      |                    |   |      |       |                  |                        |   |      |      |                        |   |      |      |       |   |      |      |                     |   |      |      |
|  | Not Disabled  | 8                              | 57.1%                       | 74.4%           |                |                 |            |         |   |      |       |         |   |      |       |         |   |       |       |         |    |       |       |      |   |      |      |                   |          |   |       |      |              |   |       |       |                                |   |      |      |                    |   |      |       |                  |                        |   |      |      |                        |   |      |      |       |   |      |      |                     |   |      |      |
|  | Prefer not to state Disability  | 1                              | 7.1%                        | 3.3%            |                |                 |            |         |   |      |       |         |   |      |       |         |   |       |       |         |    |       |       |      |   |      |      |                   |          |   |       |      |              |   |       |       |                                |   |      |      |                    |   |      |       |                  |                        |   |      |      |                        |   |      |      |       |   |      |      |                     |   |      |      |
|  | Unknown Disability  | 0                              | 0.0%                        | 13.4%           |                |                 |            |         |   |      |       |         |   |      |       |         |   |       |       |         |    |       |       |      |   |      |      |                   |          |   |       |      |              |   |       |       |                                |   |      |      |                    |   |      |       |                  |                        |   |      |      |                        |   |      |      |       |   |      |      |                     |   |      |      |
| <b>Ethnicity</b>   | Asian or Asian British  | 0                              | 0.0%                        | 2.6%            |                |                 |            |         |   |      |       |         |   |      |       |         |   |       |       |         |    |       |       |      |   |      |      |                   |          |   |       |      |              |   |       |       |                                |   |      |      |                    |   |      |       |                  |                        |   |      |      |                        |   |      |      |       |   |      |      |                     |   |      |      |
|  | Black or Black British  | 0                              | 0.0%                        | 5.2%            |                |                 |            |         |   |      |       |         |   |      |       |         |   |       |       |         |    |       |       |      |   |      |      |                   |          |   |       |      |              |   |       |       |                                |   |      |      |                    |   |      |       |                  |                        |   |      |      |                        |   |      |      |       |   |      |      |                     |   |      |      |
|  | Mixed   | 0                              | 0.0%                        | 3.4%            |                |                 |            |         |   |      |       |         |   |      |       |         |   |       |       |         |    |       |       |      |   |      |      |                   |          |   |       |      |              |   |       |       |                                |   |      |      |                    |   |      |       |                  |                        |   |      |      |                        |   |      |      |       |   |      |      |                     |   |      |      |
|  | Other Ethnic Groups   | 0                              | 0.0%                        | 0.4%            |                |                 |            |         |   |      |       |         |   |      |       |         |   |       |       |         |    |       |       |      |   |      |      |                   |          |   |       |      |              |   |       |       |                                |   |      |      |                    |   |      |       |                  |                        |   |      |      |                        |   |      |      |       |   |      |      |                     |   |      |      |

|  |                          |                                    |    |        |       |
|--|--------------------------|------------------------------------|----|--------|-------|
|  |                          | White                              | 14 | 100.0% | 80.1% |
|  |                          | Prefer not to state Ethnicity      | 0  | 0.0%   | 1.5%  |
|  |                          | Unknown Ethnicity                  | 0  | 0.0%   | 6.7%  |
|  | <b>Gender</b>            | Female                             | 6  | 42.9%  | 60.3% |
|  |                          | Male                               | 8  | 57.1%  | 39.3% |
|  |                          | I use another term                 | 0  | 0.0%   | 0.1%  |
|  |                          | Prefer not to say                  | 0  | 0.0%   | 0.3%  |
|  | <b>Marital Status</b>    | Civil Partnership                  | 0  | 0.0%   | 0.1%  |
|  |                          | Declared Partnership               | 0  | 0.0%   | 0.2%  |
|  |                          | Divorced                           | 0  | 0.0%   | 0.5%  |
|  |                          | Married                            | 0  | 0.0%   | 8.8%  |
|  |                          | Partner                            | 0  | 0.0%   | 2.4%  |
|  |                          | Single                             | 0  | 0.0%   | 7.6%  |
|  |                          | Widowed                            | 0  | 0.0%   | 0.0%  |
|  |                          | Prefer not to state Marital Status | 0  | 0.0%   | 1.2%  |
|  |                          | Unknown Marital Status             | 14 | 100.0% | 79.1% |
|  | <b>Religion / Belief</b> | Christian                          | 4  | 28.6%  | 27.0% |
|  |                          | Other religion or belief           | 0  | 0.0%   | 6.6%  |
|  |                          | No religion or belief              | 4  | 28.6%  | 39.0% |

|  |  |  |    |       |       |  |
|--|--|--|----|-------|-------|--|
|  |  | Prefer not to state Religion           | 6  | 42.9% | 19.5% |  |
|  |  | Unknown Religion                       | 0  | 0.0%  | 8.0%  |  |
|  | Sexual Orientation   | LGB                                    | 0  | 0.0%  | 5.5%  |  |
|  |  | Heterosexual                           | 9  | 64.3% | 69.2% |  |
|  |  | Prefer not to state Sexual Orientation | 5  | 35.7% | 18.4% |  |
|  |  | Unknown Sexual Orientation             | 0  | 0.0%  | 6.9%  |  |
|  | Trans  | Yes                                    | 0  | 0.0%  | 0.1%  |  |
|  |  | No                                     | 4  | 28.6% | 28.7% |  |
|  |  | Prefer not to state Trans              | 0  | 0.0%  | 0.8%  |  |
|  |  | Unknown Trans                          | 10 | 71.4% | 70.4% |  |
|  | <p>None of the 14 Council employees currently subject to funding for corporate trade union duties are known to live within an area of socio-economic deprivation.</p> <p>None of the 14 Council employees currently subject to funding for corporate trade union activities are absent due to pregnancy/maternity reasons.</p> |  |    |       |       |  |
|  | <b>Additional comments:</b>  |  |    |       |       |  |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Age                            | <input checked="" type="checkbox"/> Disability          | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race                |
| <input checked="" type="checkbox"/> Religion or Belief             | <input checked="" type="checkbox"/> Sex                 | <input checked="" type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation.

We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

There are no employee disclosures in relation to marriage and civil partnership and gaps in the data in relation to Trans colleagues.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

This proposal will be consulted upon with trade unions and Heads of Service before the Council sets the 2023/23 Civic Budget at Full Council in February 2022.

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

If agreed, discussions will take place with trade unions and Heads of Service on an updated internal agreement on corporate trade union duties with a view to this taking effect from 1<sup>st</sup> April 2022.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or



mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

|  |   |
|--|---|
| <b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)  |   |
| Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards <sup>1</sup> . |   |
| Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.  |   |
| As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.  |   |
| Because the underlying reasons for the Council's budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people's needs will still be met by other / external provision if we reduce or decommission our existing services.   |   |
| All 14 employees currently subject to funding for corporate trade unions duties have jobs in the Council so their continued employment by the council is not affected in any way by these proposals. As stated above, this proposal will not in any way affect the statutory right of trade union and safety representatives to paid time off to carry out their duties in accordance with the ACAS code of practice.  |   |
| <b>PROTECTED CHARACTERISTICS</b>   |   |
| <b>Age: Young People</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   | Not applicable  |
| <b>Age: Older People</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | 10 employees are aged 50-64. This represents 73% of the cohort affected. The workforce average is 39%.  |
| Mitigations:   | An updated internal agreement on corporate trade union duties will ensure the continuing statutory right of trade union and safety representatives to paid time off to carry out their duties in accordance with the ACAS code of practice. |
| <b>Disability</b>  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| Potential impacts:   | 5 employees have disability. This represents 36% of the cohort affected. The workforce average is 9%  |
| Mitigations:   | An updated internal agreement on corporate trade union duties will ensure the continuing statutory right of trade union and safety representatives to paid time off to carry out their duties in accordance with the ACAS code of practice. |
| <b>Sex</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |

<sup>1</sup> Bristol judgment clarifies Councils' Budget consultation duties — The Consultation Institute

|  |   |
|--|---|
| Potential impacts:   | <ul style="list-style-type: none"> <li>57% of the cohort are male compared to the workforce average of 40%</li> </ul>   |
| Mitigations:   | An updated internal agreement on corporate trade union duties will ensure the continuing statutory right of trade union and safety representatives to paid time off to carry out their duties in accordance with the ACAS code of practice. |
| <b>Sexual orientation</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   | Not applicable  |
| <b>Pregnancy / Maternity</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   | Not applicable  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   | Not applicable  |
| <b>Race</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   | Not applicable  |
| <b>Religion or Belief</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   | Not applicable  |
| <b>Marriage &amp; civil partnership</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   | Not applicable  |
| <b>OTHER RELEVANT CHARACTERISTICS</b>  |   |
| <b>Socio-Economic (deprivation)</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   | Not applicable  |
| <b>Carers</b>  | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:   |   |
| Mitigations:   | Not applicable  |
| <b>Other groups</b> [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness] |   |
| Potential impacts:   |   |
| Mitigations:   |   |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

No.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

The proposal potentially impacts on older people, men and those employees who are disabled. The proposal is mitigated by an updated internal agreement on corporate trade union duties, which will ensure the continuing statutory right of trade union and safety representatives to paid time off to carry out their duties in accordance with the ACAS code of practice.

#### Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

None.

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required  | Responsible Officer | Timescale                                   |
|--|---------------------|---|
| Put in place an updated internal agreement on corporate trade union duties | Head of HR          | With effect from 1 <sup>st</sup> April 2022 |
|  |                     |   |
|  |                     |   |

### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

When an updated internal agreement on corporate trade union duties is in place.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>2</sup>.

|   |   |
|---|---|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by Equality and Inclusion Team | <b>Director Sign-Off:</b><br>John Walsh, Director: Workforce & Change |
| Date: 4 January 2022  | Date: 4/1/2022  |

<sup>2</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |  |
|--|--|
| Title: Budget Proposal – Reduce council contribution to International Twinning, with joint funding from external organisations |  |
| <input checked="" type="checkbox"/> Budget Proposal R23  | <input checked="" type="checkbox"/> Changing     |
| Directorate: Resources   | Lead Officer name: Shelley Nania                 |
| Service Area: International Affairs  | Lead Officer role: Head of International Affairs |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

#### This proposal:

This proposal suggests reducing the Council’s contribution for a full time employee twinning officer to 50% and securing funding from external organisations in the city to fund the remaining 50%. The twinning role currently manages twinning activities for the city both in terms of the relationship between the City Council and the municipal authority overseas as well as coordinating community twinning activities working with volunteers from the twinning associations, including with schools, youth networks, community centres, museums etc. This proposal suggests that if the Council is only able to fund 50% this would initially need to cover the city coordination part of the role and then the wider community development part of the role would need to be externally funded.

Twinning aims to forge strong civic relationships with other cities around the world, sharing culture, education and opportunities for businesses. Activities typically include school exchanges, arts and culture projects, ideas exchanges and more. It involves many civic partners, community groups and educational establishments in the city.

## 1.2 Who will the proposal have the potential to affect?

|   |   |   |
|---|---|---|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users  | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments:                                    |   |   |

## 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If ‘Yes’ complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|  |                                    |                 |
|--|------------------------------------|-----------------|
| <input checked="" type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> | [please select] |
|--|------------------------------------|-----------------|

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## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically

active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

| <b>Data / Evidence Source</b><br>[Include a reference where known]   | <b>Summary of what this tells us</b>  |
|--|---|
| <a href="#">Census 2011</a> and <a href="#">Census 2021</a><br><br><a href="#">2011 Census Key Statistics About Equalities Communities</a> | The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)   |
| <a href="#">The population of Bristol</a>  | Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.   |
| <a href="#">New wards: data profiles</a><br><br><a href="#">Ward Profiles - Power BI tool</a>  | The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.   |
| <a href="#">Bristol Quality of Life survey 2020/21 final report</a><br><br><a href="#">Quality of Life 2020-21 — Open Data Bristol</a>     | <p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online &amp; paper options), and some additional targeting to boost numbers from low responding groups. In brief, the 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.</p> <p>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation.</p> |
| <a href="#">Citizens' Assembly</a>   | The Citizens' Assembly was composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.   |
| <a href="#">Joint Strategic Needs Assessment (JSNA)</a>  | The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the     |

|  |   |
|--|---|
|  | changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.   |
| <a href="#">Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk)</a> December 2021   | Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19 on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting 'take homes'. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences. |
| <a href="#">HR Analytics: Power BI reports (sharepoint.com)</a><br>[internal link only]<br><br><a href="#">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB)</a> Appendix – Workforce Diversity Data – summary analysis | The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).   |
| <a href="#">Designing a new social reality - Research on the impact of covid-19 on Bristol's VCSE sector and what the future should be – Black South West Network 2020</a>   | Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.   |
| <b>Additional comments:</b>  |   |

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

|   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Age                 | <input type="checkbox"/> Disability          | <input type="checkbox"/> Gender Reassignment |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race     |
| <input type="checkbox"/> Religion or Belief             | <input type="checkbox"/> Sex                 | <input type="checkbox"/> Sexual Orientation  |

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Currently the twinning activities coordinated by the twinning officer have a large focus on engaging young people and Black, Asian and minority ethnic people to ensure that the activities are more accessible to minoritised groups who were previously under-represented in twinning activities.

## 2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

As this is a workforce proposal, appropriate consultation with affected employees will be undertaken before a final decision is made.

At this time of writing this initial assessment (Dec 2021) we have yet to engage or consult with the public or partners, and do not anticipate that a full public consultation will be required. We plan to engage established partners, including various civic and community groups, early in 2022.

## 2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

From early 2022 we will engage by email, telephone and offers of meetings with existing partners involved in Twinning. Through these conversations we will work to deepen our understanding of potential impacts and needs, and also explore if, where and how existing activity might be continued – for example by a civic partner choosing to take on certain elements.

## Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)



### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### **GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

Because the underlying reasons for the Council's budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people's needs will still be met by other / external provision if we reduce or decommission our existing services.

We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics, which we have taken into account in making this budget proposal (detailed below).

Twinning has a beneficial impact on different communities helping to develop an international focus across education, culture and business. Twinning gives people of all ages and backgrounds opportunities to get involved in international experiences without needing to go overseas. E.g. through film festivals.

Education networks in Bristol benefit from working with counterparts, hosting placements, sending students on exchanges and placements, sharing best practice and upskilling staff and improving delivery in particular of language teaching. A reduction in this would affect young people, and in light of previous targeting of our opportunities, this may be more prevalent or impactful in parts of the city with higher levels of deprivation. This in turn intersects with demographic over-representation of racially minoritised communities, so there could be a more noticeable impact on these groups.

Cultural organisations benefit from joint projects, exhibitions and training ranging from international exhibitions attracting tens of thousands to small scale community-based collaborative arts and dance projects. Gaps in data make it difficult to predict if and how a reduction or stopping of this would specifically impact protected groups.

Cutting the community development work of the Twinning Officer post would have a negative impact on the ability to deliver concrete benefits to communities across the city. Without the support of the Twinning Officer, the voluntary twinning associations would struggle to deliver the current offer to equalities groups and areas of high deprivation due to lack of resource, capacity and/or skills. For example, they would not have the capacity to deliver art and language initiatives for young people, and supporting the delivery of French and German through our twin cities in our primary schools would be likely to stop. The twinning input into community festivals such as the Bedminster Winter Lantern Parade, UPFest and the Bristol Festival of Literature would be likely to stop or be

<sup>1</sup> Bristol judgment clarifies Councils' Budget consultation duties - Cher Consultation Institute

seriously impacted. Fundraising support to the twinning associations would also be negatively impacted, as could trustee recruitment strategies, which may result in fewer opportunities for people from under-represented groups.

**PROTECTED CHARACTERISTICS**

|                          |  |
|--------------------------|--|
| <b>Age: Young People</b> | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:       | <p>Engagement of young people is a key focus of the twinning work in Bristol, to ensure they benefit from the city’s international experiences. Because of this, the following insights about young people are relevant to this proposal:</p> <ul style="list-style-type: none"> <li>• Young people are often under-represented in engagement and consultation and in Bristol are less satisfied than average with the way the council runs things.</li> <li>• Children and young people in Bristol are considerably more ethnically diverse than the overall population of Bristol.</li> <li>• Children and young people from the most deprived areas of Bristol have the poorest outcomes in health and education in terms of health, education and future employment etc.</li> <li>• Young people in Bristol are more likely to: <ul style="list-style-type: none"> <li>○ have poor emotional health and wellbeing</li> <li>○ find inaccessible public transport prevents them from leaving their home when they want to</li> <li>○ 6.8% of 16-17 year olds (2020/21) were “not in education, employment or training” (NEET)</li> </ul> </li> <li>• Young adults are most likely to have lost work or seen their income drop because of COVID-19</li> </ul> <p>In terms of specific examples of Twinning work positively impacting young people which may stop:</p> <ul style="list-style-type: none"> <li>• Issue-based youth exchanges with partners such as Young Bristol, CYN, Youth Forum, Haus de Jugend and Politik zum Anfassen around Graffiti Art, Environmental Photography or youth democracy</li> <li>• Primary schools Bordeaux assistant scheme each year reaches thousands of local children through delivery of French and Bordeaux culture in six local primaries.</li> <li>• Nicaraguan Fairtrade Producer initiative reaches up to 2,000 local school students each year for past 12 years, where farmers go into schools with education programme around Fairtrade.</li> <li>• Hundreds of Primary school children involvement in creating giant lanterns inspired by our twin cities for the Bedminster Winter Lantern Parade each year.</li> </ul> <p>These and other initiatives may stop or be seriously impacted if the funding for the Twinning Officer was reduced without another partner stepping in.</p> |
| Mitigations:             | Pro-active engagement with impacted partners and potential collaborators would aim to limit any impacts and discuss other ways to deliver initiatives. However, the success of this cannot be guaranteed.  |
| <b>Age: Older People</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:       | <p>Twinning is a good way of engaging older people in Bristol and older people are very active in the organisation of some of the twinning associations. Bi-Annual citizen visits to Oporto are made up of over 55s and some twinning association activities are aimed at older people in terms of their content and programme.</p> <p>This proposal does not prevent the running of Twinning Associations, but there may be some lost benefit in terms of support and guidance provided to them by the council. This may result in some impact, but it is not considered disproportionate.</p>  |

|                              |  |
|------------------------------|--|
| Mitigations:                 | Pro-active engagement with impacted partners and potential collaborators would aim to limit any impacts and discuss other ways to deliver initiatives. However, the success of this cannot be guaranteed.  |
| <b>Disability</b>            | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:           | <p>Whilst there are some twinning projects that support disabled people, such as Bristol Hannover exchanges on disability judo over a number of years, the relatively small scale of this is unlikely to translate to a <i>disproportionate</i> impact but will nevertheless have an impact.</p> <p>Whilst not directly relevant to the delivery of UK-based legal equality duties, the Twinning Officer supports various Twinning Association projects benefitting disabled people overseas. Examples include the Bristol Link with Beira Twinning Association, which has worked with the Brandon Trust over a five-year period to build and deliver the first drop-in centre in Mozambique for children with learning disabilities, and to build a wheelchair production workshop in Beira to build custom made wheelchairs for land mine, polio and car crash victims. Future additionality such as this would be impacted by the proposal unless another funder or partner stepped in.</p> |
| Mitigations:                 | Pro-active engagement with impacted partners and potential collaborators would aim to limit any impacts and discuss other ways to deliver initiatives. However, the success of this cannot be guaranteed.  |
| <b>Sex</b>                   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:           | The Twinning Officer supports the Twinning Associations on projects that raise issues around women's rights and empowerment and gender-based violence. In terms of material disproportionate impact in the UK this is limited, but overseas activity and some domestically aligned activity may cease. For example, there is indirect support through the role to the Amai Musananhi women's centre in Beira, helping women improve their crop growing and animal husbandry skills as well as offering education in other subjects such as women's health and reproductive rights. Bristol women support this initiative through fundraising efforts, providing material support and learning about the situation of women in Beira. Future additionality such as this would be impacted by the proposal unless another funder or partner stepped in.  |
| Mitigations:                 | Pro-active engagement with impacted partners and potential collaborators would aim to limit any impacts and discuss other ways to deliver initiatives. However, the success of this cannot be guaranteed.  |
| <b>Sexual orientation</b>    | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:           | There are data gaps related to sexual orientation which impedes meaningful analysis. There are no current specific projects directly related to LGB issues, so a disproportionate impact is unlikely.  |
| Mitigations:                 | /  |
| <b>Pregnancy / Maternity</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:           | There are data gaps related to pregnancy and maternity which impedes meaningful analysis. There are no current specific projects directly related, so a disproportionate impact is unlikely.   |
| Mitigations:                 | /  |
| <b>Gender reassignment</b>   | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:           | There are data gaps related to gender reassignment which impedes meaningful analysis. There are no current specific projects directly related to trans issues (or relating to gender identity and expression), so a disproportionate impact is unlikely.   |
| Mitigations:                 | /  |
| <b>Race</b>                  | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:           | The following insights about race in Bristol are potentially relevant to Twinning activity due to its scope and various intersections within its work:   |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people<sup>2</sup>.</li> <li>• In the last census (2011) 16% of the population belonged to a Black, Asian or minority ethnic group and this is likely to be higher now.</li> <li>• The top three countries of birth outside UK for Bristol residents are Poland, Somalia and India.</li> <li>• Bangladeshi, Pakistani, and Black ethnic groups are more likely to live in deprived neighbourhoods; and the same groups and Chinese ethnicities are about twice as likely to live on a low income and experience child poverty compared to White groups</li> <li>• Black African young people are disadvantaged in education compared to their White peers<sup>8</sup>. A disproportionately high percentage of Bristol school pupils from Black, Asian and minority ethnic backgrounds are excluded from school and In Bristol pupils with the lowest 'Attainment 8' scores are from Black ethnic background (highest from Chinese ethnic background.)</li> <li>• Organisations may lack cultural competence because Black, Asian and minority staff are under- represented.</li> <li>• People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.</li> <li>• Black Asian and minority ethnic people are underrepresented in political and civic leadership.</li> <li>• People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul> <p>In terms of specific Twinning activities, in recent years these have aimed to be more inclusive through focusing on more racially diverse areas of the city and also working with partners in the city to address race equalities issues. Examples include:</p> <ul style="list-style-type: none"> <li>• Legacy of Slavery and Colonialisation projects with Bordeaux and Hannover as well as Beira. Exchanges with Kestner museum and Aquitaine museum on exhibitions best practice.</li> <li>• Black History Month activities with speakers from twin cities</li> <li>• Franco British Council Local Leaders scheme recruiting participants from our Black, Asian and minority ethnic communities</li> <li>• Mozambican films arranged for the Africa Eye film festival</li> <li>• Collaboration with both Slavery Legacy Committee and History Commission</li> </ul> <p>As race has been and would be an ongoing focus, the potential for lost future opportunities and cessation of existing ongoing programmes are likely to present a disproportionate impact.</p> |
| Mitigations:                            | Pro-active engagement with impacted partners and potential collaborators would aim to limit any impacts and discuss other ways to deliver initiatives. However, the success of this cannot be guaranteed.   |
| <b>Religion or Belief</b>               | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:                      | There are data gaps related to religion which impedes meaningful analysis. There are no current specific projects directly related, so a disproportionate impact is unlikely.   |
| Mitigations:                            | /   |
| <b>Marriage &amp; civil partnership</b> | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Potential impacts:                      | There are data gaps related to marriage and civil partnership which impedes meaningful analysis. There are no current specific projects directly related, so a disproportionate impact is unlikely.   |

<sup>2</sup> CoDE Briefing Bristol v2.pdf (runnymedetrust.org)

|                                       |  |
|---------------------------------------|--|
| Mitigations:                          | /  |
| <b>OTHER RELEVANT CHARACTERISTICS</b> |  |
| <b>Socio-Economic (deprivation)</b>   | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |
| Potential impacts:                    | <p>Twinning activity has proactively considered socio-economic disadvantage in how it targets its projects, and therefore the following insights are potentially relevant:</p> <ul style="list-style-type: none"> <li>• Bristol has 41 areas in the most deprived 10% in England, including three in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>• In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>• 9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (<u>BEIS, 2020</u>)</li> <li>• 4.2% of households have experienced moderate to severe food insecurity, rising to 13% in the most deprived areas of the city (QoL 2020-21)</li> <li>• 25% of people in Bristol are dissatisfied with the way the Council runs things, but this is 43% for people living in the most deprived areas of the city (QoL 2020-21).</li> <li>• The inequalities gap in life expectancy between the most and least deprived areas in Bristol is 9.6 years for men and 7.2 years for women.</li> </ul> <p>The Twinning Coordinator ensures that twinning activities take place in deprived areas of Bristol to ensure all communities benefit from our international connections and experiences. Examples of previous or ongoing work likely to be impacted:<br/>Partnership over several years with both Ilminster (Filwood) and Hareclive (Hartcliffe) primary schools participating in a Bordeaux Assistants scheme<br/>BS3 primary schools regularly involved in Bordeaux Assistants scheme and Winter Lantern Parade Bordeaux and Oporto lanterns project.<br/>May Park (Eastville) new school to be involved in Bordeaux Assistants scheme in 2022.<br/>Hannover Police Sports Club junior teams exchanging with Bristol Central and Ashton Boys teams.</p> <p>With risk to projects of this nature and the specific focus of activity in more deprived areas, it is likely that impacts from this proposal would have a disproportionate impact.</p> |
| Mitigations:                          | Pro-active engagement with impacted partners and potential collaborators would aim to limit any impacts and discuss other ways to deliver initiatives. However, the success of this cannot be guaranteed.  |
| <b>Carers</b>                         | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| Potential impacts:                    | There are data gaps related to carers which impedes meaningful analysis. There are no current specific projects directly related, so a disproportionate impact is unlikely.  |
| Mitigations:                          | /  |
| <b>Other groups</b>                   |  |
| Potential impacts:                    | None identified.   |
| Mitigations:                          | /  |

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The proposal to cut the community development element of the role will have no potential benefit other than those associated with helping ensure the council has a balanced budget and is able to deliver prioritised frontline services which have material impacts on all protected characteristics.

The reduction in this activity would negatively impact many initiatives which are currently being delivered.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

Negative impacts particularly impact in terms of lost future opportunity for young people, and particularly those from racially minoritised or social-economically deprived backgrounds. This includes the potential loss of some learning, travel and cultural opportunities that may otherwise be available.

Whilst the activity is value-adding and worthwhile, a reduction in it can be justified when set against the acute budget pressures and subsequent risks to the delivery of critical services in the city. In those terms, a reduction in this area would be considered to do less harm.

There are many partners and civic associations involved in Twinning and the council is aiming to mitigate impacts by retaining half of the role and engaging early to prompt potential new contributors (in-kind or financial) to come forward and continue as much activity as possible.

#### Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

There are no direct positive impacts in terms of this proposal, but the Public Sector Equality Duty could be promoted by engaging partners in the process and clearly explaining the risk-based judgements outlined in the 'Negative impacts' section above.

### 4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required   | Responsible Officer                          | Timescale        |
|---|--|------------------|
| Contact existing partners to discuss proposal and explore options for alternative funding or delivery.  | Shelley Nania, Head of International Affairs | By February 2022 |
| Through the work of the International Funding Officer, continue to scan for complimentary funding opportunities that could mitigate impacts further or support residual or partner Twinning activity. | Shelley Nania, Head of International Affairs | Ongoing          |

### 4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

If this proposal moves ahead, Twinning Associations would be asked to provide clarity on any lost opportunities and ended schemes so that we can understand the real-world impact and consider where there may be future mitigating action taken.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>3</sup>.

|   |   |
|---|---|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by Equality and Inclusion team | <b>Director Sign-Off:</b><br>Tim Borrett, Director: Policy, Strategy and Partnerships |
| Date: 29/12/2021  | Date: 29/12/2021  |

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<sup>3</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |  |
|---|--|
| Title: Budget Proposal - Reduce investment in Bristol Brussels Office and seek contributions from national partners |  |
| <input checked="" type="checkbox"/> Budget Proposal   | <input checked="" type="checkbox"/> Changing     |
| Directorate: Resources  | Lead Officer name: Shelley Nania                 |
| Service Area: International Affairs   | Lead Officer role: Head of International Affairs |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies,



service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal:**

Significantly reduce our investment in a dedicated Bristol-Brussels Office, which currently helps support the council's policy development and its relationships with key European networks, partners and potential funders. Instead, work with the UK's major cities as part of the Core Cities network to share this function and focus it on areas which are of mutual interest to cities. This would reduce the council's investment from £30,000 to £3,000 each year. If other cities do not wish to take part, we would close the office.

**1.2 Who will the proposal have the potential to affect?**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce   | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input checked="" type="checkbox"/> Commissioned services | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments: Single consultant                    |  |  |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

This proposal is to reduce the Council's contribution to the Brussels Office (£30K) to a smaller contribution (£3K) that could support work that could be done collectively for UK cities in Brussels. The advocacy and policy influencing and maintaining valuable partnerships with European institutions would continue as part of this collective offer. Some of the Bristol-specific work focused on the relationship with network Eurocities and funding would be overseen by the funding officer based in Bristol. This should not impact the financial contributions and work that are made to the Brussels Office by the University of Bristol and Bath and Business West.

There are no identifiable direct impacts on equalities groups from this proposal.

**Step 2: What information do we have?**

**Step 3: Who might the proposal impact?**

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|   |  |
|---|--|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by the Equality and Inclusion Team | <b>Director Sign-Off:</b><br>Tim Borrett |
| Date: 22/12/2021  | Date: 22/12/2021                         |

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<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|   |  |
|---|--|
| Title: Budget Proposal - Reduce spending on policy and strategy consultancy |  |
| <input checked="" type="checkbox"/> Budget Proposal R26                     | <input checked="" type="checkbox"/> Changing         |
| Directorate: Resources  | Lead Officer name: Jean Candler                      |
| Service Area: Policy and Public Affairs                                     | Lead Officer role: Head of Policy and Public Affairs |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal:**

The council's central policy function currently has a £50,000 annual budget to pay for occasional external support; for example if specific expertise is needed on a piece of policy or strategy work. In the past year it has paid for temporary staffing to work on the council's approach to COVID-19 recovery.

This proposal reduces this budget from £50,000 to £10,000, because the council is doing work to find and centralise policy activity from across the council, which should result in us being able to re-prioritise more effectively and not need much, if any, external support. We are also exploring options for Public Health to make a contribution to the team in recognition of its role making sure that the council considers health in all of its policy work.

**1.2 Who will the proposal have the potential to affect?**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users                             | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |  |  |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

No equality impact as this budget is spent on temporary ad-hoc consultancy support only.

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|   |   |
|---|---|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by Equality and Inclusion team | <b>Director Sign-Off:</b><br>Tim Borrett, Director: Policy, Strategy and Partnerships |
| Date: 29/12/2021  | Date: 22/12/2021  |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



|  |  |
|--|--|
| Title: Budget Proposal - Allocate Public Health funding to City Office |  |
| <input checked="" type="checkbox"/> Budget Proposal R28                | <input checked="" type="checkbox"/> Changing |
| Directorate: Resources   | Lead Officer name: Andrea Dell               |
| Service Area: City Office  | Lead Officer role: Head of City Office       |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

**This proposal:**

A contribution from the dedicated Public Health grant to Bristol's City Office, which is hosted and part-funded by the council. The One City Plan is based upon delivering health and wellbeing outcomes, in particular addresses wider social and economic determinants of health, such as employment, housing, education and environment. The full value of the saving relies on external funding targets for the City Office being achieved.

**1.2 Who will the proposal have the potential to affect?**

|   |   |  |
|---|---|--|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users  | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |   |  |

**1.3 Will the proposal have an equality impact?**

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

This is an internal to BCC funding transfer and will therefore not impact upon the provision of services to citizens nor impact BCC staff.

**Step 5: Review**

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|   |   |
|---|---|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by Equality and Inclusion team | <b>Director Sign-Off:</b><br>Tim Borrett, Director: Policy, Strategy and Partnerships |
| Date: 29/12/2021  | Date: 22/12/2021  |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

# Equality Impact Assessment [version 2.9]



|  |  |
|--|--|
| Title: Budget Proposal - Seek additional income from external partners to fund City Office |  |
| <input checked="" type="checkbox"/> Budget Proposal  | <input checked="" type="checkbox"/> Changing |
| Directorate: Resources   | Lead Officer name: Andrea Dell               |
| Service Area: City Office  | Lead Officer role: Head of City Office       |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

#### Budget context:

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The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

#### This proposal:

Seek a small amount of additional income from external partners towards the running cost of Bristol's City Office, which is hosted and part-funded by the council. This amount represents five per cent of the annual budget for the office and would be an income target over and above existing plans for a 50/50 split between the council (50 per cent) and many different partners (50 per cent collectively).

### 1.2 Who will the proposal have the potential to affect?

|   |   |  |
|---|---|--|
| <input type="checkbox"/> Bristol City Council workforce | <input type="checkbox"/> Service users  | <input type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services          | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |  |
| Additional comments:                                    |   |  |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

This is an income-generation proposal and thus should not have any impact upon BCC service provision nor on BCC colleagues.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

|   |   |
|---|---|
| <b>Equality and Inclusion Team Review:</b><br>Reviewed by the Equality and Inclusion Team | <b>Director Sign-Off:</b><br>Tim Borrett, Director: Policy, Strategy and Partnerships |
| Date: 22/12/2021  | Date: 22/12/2021  |

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.